

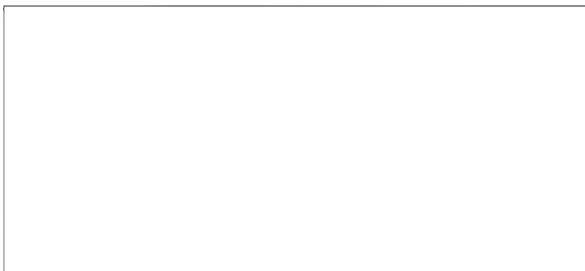
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11/11/81



# **JOINT TRAVEL REGULATIONS**

**for the uniformed services**

**Army**

**Navy**

**Marine Corps**

**Air Force**

**Coast Guard**

**Coast and Geodetic Survey**

**Public Health Service**

## JOINT TRAVEL REGULATIONS

22 December 1950

In accordance with Section 303 (h) of the Career Compensation Act of 1949, these Joint Travel Regulations are hereby approved and promulgated for the members of the Uniformed Services and their dependents. They will become effective upon notification. [\*]

FRANK PACE, JR.  
*Secretary of the Army*

JOHN W. SNYDER  
*Secretary of the Treasury*

FRANCIS P. MATTHEWS  
*Secretary of the Navy*

CHARLES SAWYER  
*Secretary of Commerce*

THOMAS K. FINLETTER  
*Secretary of the Air Force*

OSCAR R. EWING  
*Federal Security Administrator*

[\*Tentative date, 1 March 1951.]

## EFFECTIVE DATE OF JOINT TRAVEL REGULATIONS

Effective upon notification  
(Tentative date, 1 March 1951)

1 APR 51

### ALLOWANCES PAYABLE DURING PERIOD OF TRANSITION

#### CONDITIONS

#### GOVERNING REGULATIONS

##### 1. Permanent Change of Station Travel and Travel of Dependents—

All permanent change of station travel including travel of dependents.

a. Travel of member or dependents on orders effective prior to the effective date of these regulations. (See par. 3003-1b.)

b. Travel of member or dependents on orders effective on or after the effective date of these regulations. (See par. 3003-1b.)

##### 2. Per Diem Allowances—

All travel in connection with temporary duty and periods of temporary duty.

a. Performed prior to the effective date of these regulations.

b. Performed on or after the effective date of these regulations.

##### 3. Monetary Allowance in Lieu of Transportation

a. A member under orders in a temporary duty status who is in transit from a permanent duty station to a temporary duty station, between temporary duty stations, or from a temporary duty station to his permanent station at 0001 on the effective date of these regulations will receive monetary allowance in lieu of transportation until he arrives at his next temporary duty station or at his permanent duty station.

b. For all subsequent travel under orders in a temporary duty status beginning on or after the effective date of these regulations.

##### 4. Movement of Household Goods

a. Packing, crating, and unpacking performed, shipping and drayage commencing and storage accruing prior to the effective date of these regulations.

b. Packing, crating, and unpacking performed, shipping and drayage commencing and storage accruing on or after the effective date of these regulations.

Regulations in effect prior to the effective date of the Joint Travel Regulations.

Joint Travel Regulations.

Regulations in effect prior to the effective date of the Joint Travel Regulations.

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Joint Travel Regulations.

**INTRODUCTION**  
**TO**  
**JOINT TRAVEL REGULATIONS**

**PURPOSE**

Joint Travel Regulations is a publication of the uniformed services which interprets the laws and regulations concerning travel and station allowances of members of the Army of the United States, Navy, Air Force of the United States, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public

Health Service, and all Regular and Reserve components thereof, and sets forth the manner in which transportation is furnished and reimbursement made for travel expenses incurred. It is also intended as a training guide concerned with matters pertaining to travel of personnel of the uniformed services.

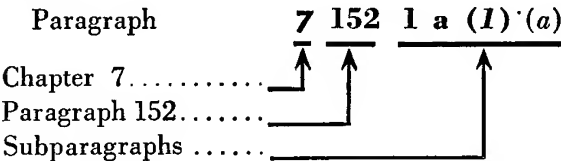
**ORGANIZATION**

The Chapters are arranged to facilitate reference to instructions covering the issue of transportation and payment for travel expenses. The first four chapters contain instructions generally applicable to

the travel of members of the uniformed services. The succeeding chapters deal with travel allowances of various classes of personnel in special categories or under specific circumstances.

**PARAGRAPH NUMBERING SYSTEM**

The paragraph numbering system is based upon a four digit number which may be broken down as follows:



Each part within a chapter is assigned a block of fifty paragraph numbers. It is therefore possible

to identify the various parts within each chapter by reference to the paragraph number. For example, Part A of Chapter 2 is assigned paragraph numbers 2000-2049; Part B of Chapter 2 is assigned paragraph numbers 2050-2099; Part C of Chapter 2 is assigned paragraph numbers 2100-2149. Those paragraph numbers not utilized within each part are omitted, the first paragraph number of the succeeding part being the first of the block of numbers assigned to that part.

**PAGE IDENTIFICATION**

**PAGE NUMBERS**

The pages are numbered in a separate series for each chapter and for each appendix and the index. The pages of a chapter are numbered in sequence with arabic numerals from 1. Each page number is preceded by the number of the chapter. For example, the tenth page of Chapter 7 is numbered 7-10. The appendix and the index are each numbered in sequence with arabic numerals prefixed by a, b, c, and i, respectively.

**RUNNING HEADS**

To facilitate finding paragraphs, each page is identified with a running head. The number in the upper left corner of the left page indicates the number of the first paragraph to begin on that page. If no paragraph begins on a page, the paragraph number appearing in the upper corner of the page is the last paragraph to begin on preceding pages.

The organization of this publication is such as to make it possible to locate desired information easily by referring to the table of contents in the front of the publication to determine general location, and to the table of contents at the beginning of each chapter for specific location. It is suggested

that the reader follow the organization of the table of contents in locating desired information. Such information as does not logically lend itself to location by this method may be located by reference to the index at the end of the publication.

## **ILLUSTRATIONS**

The purpose of the illustrations in this publication is to show by means of charts or filled-in forms the principles and procedures explained in the text. The illustrations do not necessarily show current names,

dates, and figures. These details are included in order that principles outlined in the written instructions may be delineated.

## **CHANGES**

Changes to this publication are of three types; regular changes, Instruction Memoranda, and supplements. Regular changes, numbered consecutively, are made by removing old pages and inserting new ones. Instruction Memoranda contain instructions which must be issued in advance of the regular change in which they will be included. Instruction Memoranda complement but do not replace manual pages and will be inserted in front of the publication. Instruction Memoranda are numbered consecutively and this number is keyed to the regular change of which the Instruction Memorandum is an advance notice. Supplements, when necessary, are issued between regular changes in the same manner as regular changes.

The directions for making each change must be read carefully because they vary from change to change. Sheets removed in making changes will be retained until after the reassembled publication has been verified against the list of sheets included with the change so that any errors in making the change may be detected before the removed sheets are destroyed or filed for future reference. A notation, indicating the date the change was received, the date the change was made, and the signature of the person making the change, will be placed in the space provided on the cover of each change.

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**JOINT TRAVEL REGULATIONS**

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**CHAPTER 1**

# **ADMINISTRATION OF TRAVEL OF MEMBERS OF THE UNIFORMED SERVICES**

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## **PART A: SOURCES OF REGULATIONS FOR TRAVEL OF MEMBERS OF THE UNIFORMED SERVICES**

### **1000 BASIC LAWS**

The regulations contained herein are derived in part from basic laws related to travel. The appropriate laws are quoted in Appendix A.

### **1001 APPROPRIATION ACTS**

The appropriation acts providing funds for expenses of travel of members of the uniformed services specify the purposes for which those funds may be used in connection with travel and the allowances which are authorized. The appropriations and allotments will be those prescribed by the appropriate Secretaries.

### **1002 COMPTROLLER GENERAL'S DECISIONS**

The application of basic laws, appropriation acts, joint travel regulations, and departmental instructions to specific circumstances of travel is subject to interpretation by the Comptroller General of the United States. Appropriate decisions of the Comptroller General provide a guide to other cases involving the same circumstances.



ISSUE OF PASSPORTS BY  
DEPT. OF STATE

**PART B: ISSUE OF PASSPORTS BY DEPARTMENT OF STATE****1050 TYPES OF PASSPORTS**

**1. GENERAL.** Passports are required for persons visiting foreign countries, except that passports are not required for personnel regularly attached to cruising vessels visiting foreign countries. The Department of State issues four classes of passports.

**2. DIPLOMATIC PASSPORTS.** Diplomatic passports are issued to officers accredited to an embassy or legation of the United States abroad and to members of the household of such officers. They may be procured only through the headquarters of the department concerned. Members of military missions ordinarily are not entitled to diplomatic passports. Field officers and above assigned to military assistance program missions have been granted diplomatic passports.

**3. SPECIAL PASSPORTS.** Special passports are issued to officers proceeding abroad under orders in the discharge of their official duties. They may also be issued to enlisted personnel who are traveling abroad under orders on important official business or who are proceeding under orders to a country wherein, for exceptional reasons, special passports are required. Dependents accompanying or traveling to join bearers of special passports who are stationed abroad may apply for special passports.

**4. REGULAR PASSPORTS.** Regular passports are issued to persons who are traveling abroad for personal reasons. They may also be issued to minor government officials proceeding abroad on official business of minor importance.

**5. DEPENDENT PASSPORTS.** Dependent passports are issued to dependents of military and civilian personnel who are authorized by the appropriate offices of Department of Defense to reside with such personnel while on active duty outside the continental limits of the United States. These passports are usually delivered to representatives of the services concerned, who in turn forward them to the port of embarkation for delivery or directly to the applicants themselves.

**1051 APPLICATION PROCEDURE**

**1. WHERE APPLICATION MADE.** When the applicant is in Washington, D. C., application

will be made in person through the headquarters of the department concerned. In New York, Boston, Chicago, New Orleans, or San Francisco, application will be made in person to the passport agency of the Department of State. In places other than those named, application will be made before the clerk of a United States court or a state court authorized to naturalize aliens. In order to permit independent travel, separate applications should be made for passports for the military personnel and for the dependents.

**2. PHOTOGRAPHS.** Two recently taken photographs in duplicate must be submitted by each applicant. A group photograph should be used when more than one person is included in one application. Photographs must be full-face on thin unglazed paper with light background and not over three by three inches nor less than two and a half by two and a half inches in size. Each photograph will be signed in black ink in such manner as not to obscure the facial features. When the applicant is in Washington, the headquarters of the department concerned will arrange to take the photograph.

**3. FEES.** Personnel proceeding abroad under orders in the discharge of their official duties, and their dependents, are exempt from payment of the usual passport fee of \$9.00. However, a fee of \$1.00 is required for executing each application for a passport. Enlisted personnel may be advanced or reimbursed the \$1.00 fee as an item of travel expense; officers may be reimbursed such fee. In applying for a passport to a passport agent or clerk of a court, such agent or clerk should be informed that the applicant is proceeding abroad pursuant to or in connection with orders and that payment of the application fee of \$1.00 only is required.

**4. PROOF OF CITIZENSHIP.** Each passport application must be accompanied by documentary evidence of citizenship. A native American citizen must submit acceptable evidence of birth in the United States. (See par. 1054.) A naturalized citizen must submit evidence of naturalization. A person who claims American citizenship through birth abroad of a native or naturalized American father or mother must prove the parents' birth or naturalization in the United States. A woman married before September 22, 1922, to an Ameri-

can citizen or to an alien who became an American citizen before that date must submit evidence of her husband's citizenship. An American woman married after September 22, 1922, must submit evidence of her own citizenship. A person who claims citizenship through the naturalization of a parent must submit evidence of the parent's naturalization or a certificate of derivative citizenship issued by the Commissioner of Immigration and Naturalization.

**5. IDENTIFYING WITNESS.** Unless the applicant is able to establish his identity by a prior expired passport, bearing his photograph, or acceptable military documents, an identifying witness must appear in person with the applicant and fill in and sign the affidavit of identification (on the application form) before the clerk of court or agent of the Department of State. The identifying witness should be an adult, an American citizen, who is able to state under oath that he has known the applicant for at least two years, that the applicant is the person he represents himself to be, and that the facts stated in the application are true to the best of the witness' knowledge and belief.

**6. OBJECT OF VISIT.** Under the caption "Object of visit" on the application form, the official character of the duties to which the individual is ordered will be stated, and, in the case of dependents, that they are to accompany or join such individual.

## 1052 VISAS

Visas are required for travel in most foreign countries and are obtainable from the diplomatic and consular offices of such countries in the United States or abroad. Visas are generally granted without cost on diplomatic and special passports.

## 1053 ACTION BY DEPARTMENT CONCERNED

When the applicant is in Washington, he or she should appear in person at the headquarters of the department concerned, which will furnish application forms and information. When the application is executed outside of Washington, the applicant will inform the headquarters of the department concerned that the application has been completed, by telegram when necessary, giving his full name and the full names of his dependents. When the issue of a special passport is appropriate, the department concerned will officially request such a passport of the Department of State.

## 1054 DOCUMENTARY EVIDENCE OF CITIZENSHIP

**1. EXPIRED PASSPORTS.** An expired passport may always be submitted as evidence of citizenship and identity. No other documentary evidence will ordinarily be required.

**2. OFFICERS.** Documentary evidence that the applicant is a commissioned officer (chief warrant officers and above) is generally accepted as proof of citizenship. An officer will be supplied with a statement based upon the official record by the department concerned.

**3. NATURALIZATION.** The fact of naturalization should be established by a naturalization certificate, a certificate of derivative citizenship, or a letter from the clerk of the court in which the naturalization took place directed to the Passport Division of the Department of State. Such letters become a part of the permanent files and are not delivered to the applicant.

**4. ACCEPTABLE EVIDENCE OF BIRTH.** The following certificates or affidavit are acceptable evidence of birth:

1. a birth certificate giving the date and place of birth and showing that the certificate was created shortly after birth, bearing the seal of the office and signature of the officer by whom it was issued;
2. a baptismal certificate showing the date of issue, the date and place of birth, the date and place of baptism, and bearing the signature of the pastor and the seal of the church; a baptismal certificate is acceptable only if the baptism occurred shortly after birth;
3. if an acceptable birth or baptismal certificate is not obtainable, an affidavit by a parent, brother, sister, or other relative, preferably an older person, or the physician who attended the birth, setting forth the date and place of birth of the applicant, or affidavits by two persons who have known the applicant for a minimum of 20 years and have knowledge of facts which enable them to testify to the date and place of birth of the applicant may be submitted. (In an affidavit, the period of acquaintanceship and the source of the affiants' knowledge concerning the birth should be stated.)

ADVANCE PAYMENT OF  
TRAVEL & TRANSPORTATION  
ALLOWANCES

## **PART C: ADVANCE PAYMENT OF TRAVEL AND TRANSPORTATION ALLOWANCES**

### **1100 SCOPE**

**1. MILITARY PERSONNEL.** Travel and transportation allowances prescribed herein for members of the uniformed services are authorized to be paid in advance, except in connection with retirement (as distinguished from placement on the temporary disability retired list), and except as provided in subpars. 2 and 3. Procedures and condi-

tions under which advance payments may be made will be prescribed in the respective administrative regulations of each of the uniformed services.

**2. DEPENDENTS.** Advance payment of transportation allowances prescribed herein is not authorized for dependents.

**3. HOUSEHOLD GOODS.** Advance payment for movement of household goods is not authorized.

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**PART D: DEFINITIONS****1150 AS USED IN THESE REGULATIONS**

**1. MEMBER.** The term "member", unless otherwise qualified, means a commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the uniformed services. As used in this definition the words "retired person" shall include members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

**2. OFFICER.** The term "officer", unless otherwise qualified, means a commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary, of the uniformed services. As used in this definition, the word "temporary" shall include temporary officers whose permanent status is that of an enlisted person.

**3. HOME.** The term "home", unless otherwise qualified, means the place recorded as the home of the individual when commissioned, reinstated, appointed, reappointed, enlisted, reenlisted, inducted, or ordered into the relevant tour of active duty, except that, in connection with retirement, transfer to the Fleet Reserve or transfer to the Fleet Marine Corps Reserve of members of the Regular Services subject to these regulations, the term "home" means the place which the individual selects and performs travel thereto within one year from the date of retirement or transfer, or one year from the termination of the war, whichever is later. Travel and transportation allowances may be based on the officially corrected recording in those instances where, through a bona fide error, the place originally named at time of current entry into the service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the service, and not a different place selected for his convenience. For members of those services who have not heretofore established a home upon current entry into the service, the Secretary of the department concerned may permit such members to name that home based on such evidence as he may consider acceptable.

**4. GOVERNMENT MESS.** The term "government mess" unless otherwise qualified, means any general or service organizational mess; Army

and Air Force officers' or student officers' field mess; Navy, Marine Corps and Coast Guard officers closed mess; and National Guard mess. Restaurants and cafeterias operated by armed services exchanges, officers' clubs, and Navy officers' open messes are not considered to be government messes.

**5. GOVERNMENT QUARTERS.** The term "government quarters", unless otherwise qualified, means any sleeping accommodations owned or leased by the United States Government, or furnished by a foreign government either under agreement with the United States or on a complimentary basis, including State National Guard Camps or licensed installations utilized by the National Guard, dormitories or similar facilities operated by cost-plus-a-fixed-fee contractors, regardless of whether or not a service charge is paid by officer personnel. Enlisted personnel shall not be subject to a service charge. For the purpose of these regulations, government quarters do not include sleeping accommodations on aircraft, trains, buses, or dormitories or facilities of a cost-plus-a-fixed-fee contractor where a rental charge is made.

**6. GOVERNMENT CONVEYANCE.** The term "government conveyance", unless otherwise qualified, means any means of transportation furnished by or through the Government, or by a foreign government on a courtesy basis, under conditions which require no payment of passage costs by the traveler or government.

**7. SEPARATED FROM THE SERVICE.** The term "separated from the service", unless otherwise qualified, means all separations from the service except relief from active duty, placement on the temporary disability retired list, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

**8. PROCEED TIME.** The term "proceed time" is the interval allowed, subsequent to detachment exclusive of any authorized delay, in addition to necessary travel time required to report to the first duty station named in orders in compliance with orders requiring travel away from a permanent duty station.

**9. VICINITY.** The term "vicinity" shall be interpreted to mean that in countries where one rate of station per diem allowance is applicable to entire

**1150**

***Joint Travel Regulations***

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country, anywhere in the country is the vicinity. In countries where differing rates are applicable to different cities within the country, the vicinity is any distance within normal commuting distance of the

station. The rate applicable is the rate for the duty station. The normal commuting distance in this case shall be determined by the Secretaries of the uniformed services.

**JOINT TRAVEL REGULATIONS**

**CHAPTER 2: TRANSPORTATION FACILITIES AND TRANSPORTATION REQUESTS**

PART A: USE AND PROCUREMENT OF TRANSPORTATION FACILITIES . . . . .	2000
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**CHAPTER 2**

**TRANSPORTATION FACILITIES AND TRANSPORTATION  
REQUESTS**

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**PART A: USE AND PROCUREMENT OF TRANSPORTATION FACILITIES**

**2000 SCOPE**

Unless otherwise provided for or restricted in the Joint Travel Regulations, the use and procurement of transportation facilities, issuance and use of transportation requests, and allowed accommodations for

various classes of personnel shall be governed by regulations of the respective services, except that transportation requests will not be issued to a member in a mileage status on or after the effective date of these regulations.

## **PART B: SPECIAL PROVISIONS RELATIVE TO USE OF GOVERNMENT TRANSPORTATION REQUESTS AND/OR TICKETS**

### **2050 UNUSED TRANSPORTATION REQUESTS AND/OR TICKETS**

Transportation will not be considered as having been furnished under the following circumstances:

1. When the member furnishes evidence from the person designated to the effect that the original transportation requests and/or tickets have been surrendered unused.
2. When cost to the Government is involved, cost for any Pullman or parlor-car accommodations furnished and used or the cost of shipping baggage on tickets without passenger will be deducted from the amount otherwise payable to the member for the travel involved. (Costs not available locally may be secured from the office paying the related carrier's bill.)

The provisions described in items 1 and 2 shall also apply for the settlement of travel vouchers involving the surrender of unused portions of tickets. In the

event that the voucher is to be settled on a monetary allowance in lieu of transportation basis, deduction will be made from the official distance involved for the distance transportation was furnished and used.

### **2051 ALLOWED ACCOMMODATIONS**

When a member is entitled to transportation in kind and requests Government transportation requests, such member shall be issued first-class transportation, including sleeping accommodations or parlor-car seat when required. If first-class transportation is not available, the next lower class available will be issued. (See par. 2000.)

### **2052 ISSUANCE AND USE OF MEAL TICKETS**

Meal tickets, when authorized herein, will be issued and used in accordance with instructions of the respective departments.

TRAVEL IN OCCUPIED  
COUNTRIES

## **PART C: TRAVEL IN OCCUPIED COUNTRIES**

### **2100 USE OF LOCAL FACILITIES**

Payment of transportation allowances in lieu of transportation prescribed in pars. 4203-2 and 7003 is not authorized for travel performed in oc-

cupied areas where travel may be performed at no cost to the Government or the traveler, unless the mode of transportation employed was specifically directed as more advantageous to the Government.

## **PART D: USE OF UNITED STATES TRANSPORTATION FACILITIES**

### **2150 USE OF VESSELS OF UNITED STATES REGISTRY**

Unless otherwise authorized or restricted by law, when commercial water transportation to or from points outside the United States is required and authorized, it will be secured via a ship registered under the laws of the United States unless competent evidence is furnished that a ship under United States

registry is not available. Inconvenience in securing such transportation, circuitous routes for the convenience of the traveler, short delays awaiting such transportation, or other such reasons will not be accepted as sufficient justification for use of ships of foreign registry unless the order directing the travel contains a statement that such delays will adversely affect the performance of the assigned duties. (See Appendix A.)

## CHAPTER 3: REQUIREMENTS FOR TRAVEL ORDERS AND TRAVEL STATUS

✓ PART A: TRAVEL ORDERS . . . . .	3000-3004
✓ PART B: TRAVEL STATUS . . . . .	3050

SECRET  
TOP SECRET

## CHAPTER 3

# **REQUIREMENTS FOR TRAVEL ORDERS AND TRAVEL STATUS**

## **PART A: TRAVEL ORDERS**

### **3000 NECESSITY FOR ORDERS**

**1. TRAVEL WITHOUT ORDERS.** No reimbursement for travel is authorized unless orders by competent authority have been issued therefor.

**2. TRAVEL PRIOR TO RECEIPT OF ORDERS.** Reimbursement for travel is not authorized when the travel is performed in anticipation of or prior to receipt of orders.

### **3001 COMPETENT ORDERS**

A competent travel order is a written instrument issued or approved by the Secretary of the department concerned, or such person or persons to whom authority has been delegated or redelegated to issue travel orders, directing an individual or group of individuals to travel between designated points.

### **3002 AUTHORIZED FORM OF ORDERS FOR TRAVEL AND REIMBURSEMENT**

**1. WRITTEN ORDERS.** Written orders issued by competent authority are required for official travel or for reimbursement of expenses incident thereto. For the purposes of reimbursement, orders written in the field which quote or reference higher authority, who are authorized to initiate such orders, are competent orders.

**2. VERBAL ORDERS.** A verbal order given in advance of travel and subsequently confirmed in writing giving date of verbal order and approved by competent authority will meet the requirement for written orders.

**3. TELEPHONIC ORDERS.** Orders written in the field which quote or reference orders received by telephone from competent authority must be subsequently confirmed by the authority who issued such orders by telephone. This will be done either by issue of further orders reducing the telephonic

orders to writing or by approval by competent authority by orders written in the field referencing such telephonic orders. Reimbursement for travel expenses under telephonic orders may not be made until such confirmation is obtained.

**4. ENDORSEMENT ON DISPATCH OR SPEEDLETTER ORDERS.** When dispatch (telegraphic or radio) orders or speedletter orders are presented, each shall bear the endorsement "Original orders received", signed by the officer to whom they are addressed, unless such dispatches are delivered to the officer through his commanding officer, in which event each such order shall bear the endorsement "Certified original dispatch", signed by the commanding officer or by such person as may be designated by the commanding officer.

**5. ORDERS NOT ORIGINATED BY COMPETENT AUTHORITY.** Travel orders issued under unusual conditions which are not originated by competent authority must be approved by competent authority to allow reimbursement for travel expenses incurred in compliance with orders.

### **3003 TYPES OF ORDERS**

#### **1. PERMANENT CHANGE OF STATION**

**a. Definition.** The term "permanent change of station", unless otherwise qualified, means the transfer or assignment of a member of the uniformed services from one permanent station to another. This includes the change from home or from the place from which ordered to active duty, to first station upon appointment, call to active duty, enlistment, or induction, and from last duty station to home or to the place from which ordered to active duty upon separation from the service, placement upon the temporary disability retired list, release from active duty, or retirement. It also includes a duly authorized change in home yard or home port of a vessel.



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**b. Effective Date.** The effective date of orders issued to a member, when the orders do not involve leave or delay en route, is the date of the member's relief from the old station (detachment). When leave or delay prior to reporting to the new station is authorized in the basic order, the amount of such leave or delay will be added to the date of relief from the old station (detachment) to determine the effective date of orders.

**2. TEMPORARY DUTY.** The term "temporary duty" means duty at a location other than permanent station to which a member of the uniformed services is ordered to temporary duty under orders which provide for further assignment to a new permanent station or for return to the old permanent station.

**3. TEMPORARY ADDITIONAL DUTY.** Temporary additional duty involves one journey away from the individual's duty station, in the performance of prescribed duties at one or more places, and direct return to the starting point upon completion of such duties. Personnel on temporary additional duty remain assigned to the station from which they proceeded on temporary additional duty. Temporary additional duty is a form of temporary duty.

**4. BLANKET OR REPEATED TRAVEL**

**a. Travel Involved.** Blanket travel orders are defined as orders issued to members who regularly and frequently make trips away from their permanent duty stations within certain geographical limits in performance of regular assigned duties. Repeated travel orders allow any necessary number of separate round-trip journeys from the permanent duty station to and from or between specified locations. Each separate journey may necessitate stop-over for duty at one or more places before returning to permanent duty station. Travel must not be solely between place of duty and place of lodging.

**b. Expiration of Orders.** Blanket (repeated) travel orders do not expire upon the member's return to his permanent duty station, but continue in effect until expiration by time limit or by automatic cancellation upon detachment from permanent duty station to which such orders pertain.

**3004 REQUIRED SIGNATURES**

Orders (or extensions or modifications thereof) will be signed or authenticated by such person or persons authorized to issue travel orders in accordance with provisions of par. 3001.

TRAVEL  
STATUS

## PART B: TRAVEL STATUS

### 3050 TRAVEL STATUS

#### 1. IMPORTANCE OF TRAVEL STATUS.

Members are entitled to travel and transportation allowances as authorized in accordance with existing regulations, only while actually in a "travel status". They shall be deemed to be in a travel status while performing travel away from their permanent duty station, upon public business, pursuant to competent travel orders, including necessary delays en route incident to mode of travel and periods of necessary temporary or temporary additional duty.

#### 2. CONDITIONS UNDER WHICH TRAVEL STATUS EXISTS. "Travel status", whether

travel is performed by land, air, or sea (except as a member of ship's complement), will commence with departure from permanent duty station or ship, and will include any of the following conditions:

1. Temporary duty or temporary additional duty: Travel in connection with necessary temporary duty or temporary additional duty, including time spent at a temporary duty station or a temporary additional duty station, without regard to whether duty is required to be performed while traveling, and without regard to the length of time away from the permanent duty station;

2. Permanent change of station: Travel from one permanent duty station to another permanent duty station;

3. Delay: Delay incident to mode of travel, such as necessary delay while awaiting further transportation after travel status has commenced;

4. To and from hospital: Travel to or from a hospital for observation or treatment;

5. Travel by air: The term "travel by air", is defined as a journey by government or other aircraft, including aircraft flights for training purposes made pursuant to orders of competent authority, which requires one or more landings away from the starting point; it includes all necessary delays incident to repairs of aerial equipment, refueling, weather, and other delays incident to the mode of travel;

6. Aerial training flights: Aerial flights for training purposes made in the absence of travel orders when it is necessary to remain away overnight;

7. Special circumstances or conditions: Special circumstances or conditions not heretofore defined which may be determined jointly in advance, contemporaneously or subsequently, by the Secretaries of the uniformed services to constitute a travel status.

#### 3. TERMINATION OF TRAVEL STATUS.

Travel status will terminate with return to the permanent duty station or upon reporting at a new permanent duty station ashore or afloat, except that travel status terminates when the member reaches the port to which he has been ordered if the vessel to which he is reporting for duty is already in port.

**JOINT TRAVEL REGULATIONS**

**CHAPTER 4: TRAVEL OF MEMBERS OF THE UNIFORMED SERVICES**

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## CHAPTER 4

**TRAVEL OF MEMBERS OF THE UNIFORMED SERVICES****PART A: TRAVEL OF MEMBERS WITH TROOPS****4000 DEFINITION**

A member is "traveling with troops" when he is physically traveling as a member of, or on duty with, any body of troops which is subsisted en route from a kitchen car, rolling kitchen, field range, ship's galley, or other comparable facilities for preparing complete cooked meals en route.

**4001 AUTHORIZED ALLOWANCES**

**1. TRANSPORTATION IN KIND.** Members traveling with troops will not be paid mileage or reimbursed on a per diem basis for expenses incurred. Under no circumstances will members obtain meals on meal tickets or meal receipts. Transportation, and sleeping accommodations, if available and required, will be furnished in kind.

**2. TRAVEL AT PERSONAL EXPENSE.**

Members who are ordered to perform travel with troops by common carriers (where messing facilities are available as provided in par. 4000) but who are permitted to and do perform travel at their own expense will not be entitled to reimbursement for any subsistence expenses incurred. Monetary allowance in lieu of transportation will be allowed in accordance with par. 4203-2a. No travel and transportation expenses will be allowed if the troop movement is accomplished by Government conveyance, and the members perform travel at their own expense, unless the commanding officer of the troop movement certifies that no space was available on the Government conveyance for such members.

**PART B: TRAVEL OF MEMBERS WITHOUT TROOPS**

**4050 DEFINITION**

A member is "traveling without troops" in all cases not included in par. 4000. He is also "traveling without troops" while awaiting transportation subsequent to the completion of travel in a "travel with troops" status.

**4051 AUTHORIZED ALLOWANCES**

Members in a "travel without troops" status will be authorized travel and transportation allowances, depending upon the provisions of the travel orders and the circumstances of travel. (See Parts C, D, E, and F.)

**Travel of Members of the Uniformed Services****4102****PART C: GROUP TRAVEL****4100 DEFINITION**

Group travel is a movement of three or more members traveling under one group order from the same point of origin to the same destination when a member is designated in the order as being in charge of the group.

**4101 AUTHORIZED ALLOWANCES**

A member performing group travel is entitled to transportation and per diem as prescribed in Part E.

**4102 TRAVEL AT PERSONAL EXPENSE**

A member under orders to change station in a "group travel status" who travels separately from his group is entitled to the transportation expenses provided in par. 4203-2a and to per diem allowance not to exceed the per diem allowance paid to the members accompanying the group. No amount shall be allowed for transportation when the group is moved by Government conveyance. If the member was on leave when the orders were issued and did not return and perform the travel with his group, his allowances will be measured from his leave point to the new station not to exceed those payable from his old permanent station. (See par. 4204.)

PERMANENT CHANGE OF  
STATION WITHIN U.S.



## **PART D: PERMANENT CHANGE OF STATION WITHIN THE UNITED STATES**

### **4150 PERMANENT CHANGE OF STATION ALLOWANCES**

Allowances for permanent change of station travel within the United States, elective with the traveler except under group travel orders and as restricted in par. 4151 will be as follows:

1. mileage at the rate of 6¢ per mile;
2. transportation in kind, plus a per diem;
3. transportation request, plus a per diem;
4. reimbursement for the cost to the traveler of the mode of travel authorized in those cases where a transportation request(s) is not available at the time and place required, plus a per diem.

### **4151 MILEAGE**

The mileage form of allowances for permanent change of station travel shall obtain under the following circumstances:

1. when travel is performed by privately owned conveyance,
2. when travel is performed by rail and available transportation requests were not utilized,
3. upon relief from active duty other than active duty for training,
4. upon separation from the service under honorable conditions,
5. upon transfer to the temporary disability retired list,
6. upon retirement,
7. upon transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

### **4152 OTHER TYPES OF ALLOWANCES**

Except for group travel, travel with troops, and as stated in par. 4151, the member may elect to receive any one of the allowances outlined in par. 4150. When a member travels under the circumstances stated in par. 4150, item 4, he has an election between the allowances prescribed therein and par. 4150, item 1. He shall indicate the type of allowances desired prior to payment of a voucher for an advance or upon termination of travel, and such indication once made shall be final and conclusive.

### **4153 PERMANENT CHANGE OF STATION PER DIEM BASIS WITHIN THE UNITED STATES**

**1. GENERAL.** Except for travel by privately owned conveyance and except as provided in subpar. 2, irrespective of the availability of Government quarters and/or mess, the per diem rate applicable for travel in connection with a permanent change of station shall be at the rate of \$9.00 per day for the time necessary to perform travel by the mode of transportation employed or for constructive travel over the official route, whichever is the lesser. However, when travel is directed (as distinguished from authorized) and performed by a particular mode of transportation other than privately owned conveyance, reimbursement shall be at the above rate for the time necessary to perform the travel by the mode of transportation directed. The per diem contemplated by this subparagraph and subpar. 2 shall not be prorated for fractional parts of a day and shall be allowed for the day of departure from the old permanent station and for the day of arrival at his new permanent station, irrespective of the time of departure and arrival. The reimbursable expenses prescribed in Chapter 4, Part I, are allowed in addition to the per diem prescribed in this subparagraph and subpar. 2.

#### **2. PER DIEM ALLOWABLE ON DAYS OF ARRIVAL AT AND DEPARTURE FROM A TEMPORARY DUTY STATION TO WHICH ORDERED FOR TEMPORARY DUTY IN A PERMANENT CHANGE OF STATION ORDER**

**a. Day of Arrival.** Notwithstanding the provisions of subpar. 1, the per diem rate applicable in par. 4205-5 shall be allowed and shall not be prorated for fractional parts of a day.

**b. Day of Departure.** The per diem rate applicable in subpar. 1 shall apply.

(NOTE.—For all travel by privately owned conveyance on a permanent change of station whether or not such mode of transportation is directed and whether or not temporary duty en route is involved, mileage only at the rate prescribed in par. 4150, item 1, shall be paid.)

## 4154 DETERMINATION OF OFFICIAL DISTANCES AND ROUTES

### 1. SOURCES FOR DETERMINATION OF OFFICIAL DISTANCES AND ROUTES

**a. Official Mileage Tables.** The official distances and routes will be established by the Chief of Finance, Department of the Army, for the purpose of computing payment of mileage or monetary allowance in lieu of transportation, and are published as the Official Mileage Tables. Each table of the Official Mileage Tables is arranged alphabetically according to the city by which it is headed and shows the official distance between such city and the various cities and towns listed thereunder. Each table also shows the route used in determining each official distance. This route is referred to in these tables as the official mileage route. Reference will be made to the foreword of the Official Mileage Tables for instructions governing its use.

**b. Official Railway Guide.** The Official Railway Guide contains train schedules of all railroads of the United States, and distances between various points listed in such schedules. This guide may be used in determining the distances not shown in the Official Mileage Tables as provided in subpar. 2.

**c. Member's Certification.** When travel is actually performed between remote places where the distance cannot be determined from official guides, the certificate of the member, stating the route and distance he traveled and that it is the most direct usually traveled route, will be received as evidence subject to verification by means of other acceptable evidence.

**d. Official Distances.** Official distances will be furnished by the Chief of Finance, Department of the Army, upon request. Such requests should be made on Request for Official Distance (Department of the Army AGO Form 14-51).

### 2. DETERMINATION OF OFFICIAL DISTANCE

**a. From Official Mileage Tables.** The Official Mileage Tables will be used when the desired distance is published therein. When the desired distance cannot be determined by reference to the table headed by the point of origin or destination, it is often possible, by reference to one or more tables, to determine the distance from the point of

origin to the nearest intermediate point en route to the destination and from such intermediate point to the destination.

*Example:* Between Cincinnati, Ohio, and Miami, Florida—use Official Mileage Tables, Cincinnati table to Jacksonville, Florida, Jacksonville table to Miami.

**b. From Official Mileage Tables in Conjunction with Official Railway Guide.** If the complete distance cannot be determined from the Official Mileage Tables, it will be computed by combining the distance, as published in the Official Mileage Tables, to the nearest intermediate point en route to the destination with the distance as published in the Official Railway Guide, from such intermediate point to the destination. However, the through distance thus obtained must not exceed the distance published in the Official Mileage Tables to a point beyond.

*Example:* Norfolk Va., to Lemon Springs, N. C.—use Official Mileage Tables, Norfolk table to Raleigh, N. C.; Raleigh table to Sanford, N. C.; use Official Railway Guide Sanford to Lemon Springs.

**c. Points not Reached by Direct Route.** When the point of destination is so located that it cannot be reached by a shortest usually traveled route, and it is necessary to go to it by way of a transfer point beyond the destination, distance will be determined to the transfer point and thence to the destination.

## 4155 ALLOWANCES UNDER SPECIFIC CIRCUMSTANCES

When a member is traveling under permanent change of station orders in the circumstances described below, allowances will be as indicated in each case.

### Case 1. When Orders Are Received at Place Other Than to Which Addressed

Travel from a place other than that to which orders are addressed: Allowances from the place of receipt of orders not in excess of that from the official residence, station, or place addressed.

### Case 2. Directed Travel Over Other Than the Official Route

When ordered to travel over a route involving a higher cost to the Government on orders which involve no leave or delay and which are modified while en route in a travel status: Allowances over the route actually traveled in accordance with the original orders.

**Travel of Members of the Uniformed Services****4155****Case 3. Permanent Station Changed While at Temporary Duty Station**

A member who received orders at his temporary duty station directing him to travel to a new permanent station is entitled to allowances from the temporary duty station to the new station, the temporary duty station being viewed as the old station insofar as payment of allowances is concerned.

**Case 4. Permanent Change of Station Orders Canceled En Route**

When traveling under orders involving no leave which are canceled en route: Round-trip allowances by the official route from the old station to the point where the cancellation was received. If travel was by other than the official route, allowances for the distance on official route bearing the same ratio to the total distance of such route as distance to point where orders were canceled or modified while in a travel status bears to entire distance on route chosen.

**Case 5. Unable To Travel With His Organization**

A member who is unable to travel to his new permanent station with his organization because of illness but who subsequently joins it under competent orders is entitled to allowances prescribed in par. 4150 irrespective of the circumstances under which his organization moved.

**Case 6. Erroneous Designation of Home When Commissioned From Enlisted Grade**

An officer who received his commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which he was then serving as his home may be paid allowances to the home of record in his enlistment papers upon ultimate separation from the service or release from active duty, provided that he certifies that he erroneously designated a duty station or a nearby place as his home at time of commission whereas his home was in fact the place shown in his enlistment papers.

**Case 7. Payment of Mileage Not Contingent Upon Performance of Travel**

Mileage is payable upon separation from the service, relief from active duty, or placement on the temporary disability retired list, under conditions permitting such payment whether or not such travel is actually performed.

**Case 8. Placed on Temporary Disability Retired List**

A member who is placed upon the temporary disability retired list shall receive mileage from last

duty station to home of record or place from which ordered to active duty in the same manner as a person honorably separated from the service or released from active duty. He will not be permitted to select a home as is done in the case of permanent retirements.

**Case 9. Payment Upon Separation or Relief From Active Duty**

A member who is separated from the service or relieved from active duty under honorable conditions is entitled to mileage from his last station to his home of record, to the place from which ordered to active duty, or to the place of induction, or to the place of entry into the Service.

**Case 10. Rights to Mileage on Extension of Enlistment**

An enlisted member who has extended his current contract for a period of two or more years from the date of expiration will be entitled to mileage, if otherwise payable, upon completion of original term of service from the place where the first extension takes effect to the place of entry into the service or to the home of record, as he may elect. Mileage is not payable on the second or subsequent extensions of an enlistment. Upon ultimate separation the member will be entitled to mileage from the place of separation to the place where the first extension took effect, or to the home of record, as he may elect, irrespective of whether or not travel is performed. For extensions of enlistments taking effect outside the continental limits of the United States, computation of distance will be made in the same manner as in par. 4156.

**Case 11. Retired Member Relieved From Active Duty**

A retired member who, because of recall to active duty, was prevented from selecting his home and performing travel thereto within the time limitation imposed by these regulations is, upon release from such active duty, entitled to select his home and be paid mileage thereto in the same manner as for an original retirement.

**Case 12. Retirement—Mileage Payable Contingent Upon Performance of Travel**

(a) A member is entitled to mileage to his home upon permanent retirement, transfer to Fleet Reserve or Fleet Marine Corps Reserve, provided that he selects his home and completes travel thereto within the prescribed time limit. Advance payment of such mileage will not be made. (See par. 1150-3.)

(b) A member who was placed on the permanent retired list from the temporary disability retired list

may be paid mileage for the distance from the station at which he was placed upon the temporary disability retired list to a home selected under conditions described in (a) in excess of the distance for which he was paid mileage upon placement on the temporary disability retired list.

**Case 13. Allowances Payable Upon Permanent Change of Station to Hospital**

Allowances are payable as for permanent change of station travel, if otherwise proper, for travel to, from, or between hospitals, provided the orders do not contemplate a return journey.

**Case 14. Station Changed While on Leave**

When the station of a member, as distinguished from the station of his organization, is changed while he is on leave of absence, he will, on joining the new station, be entitled to allowances from the place where he received the orders directing the change, not to exceed the distance from the old to the new station. However, if the member chooses to return to his old station in a leave status prior to complying with change of station orders and subsequently performs the travel directed by the order, the above restriction does not apply, and he is entitled to allowances from the old permanent station to the new permanent station.

**Case 15. Station Changed While on Leave From Temporary Duty Station**

If a member on temporary duty is granted a leave of absence, during which his permanent station is changed, the temporary duty point will be regarded as the old permanent station in the computation of allowances.

**Case 16. Leave Taken While Under Change of Station Orders**

(a) A member under permanent change of station orders without troops who, before joining the new station, avails himself of a leave of absence is not deprived of the allowances to which he would be entitled had he not availed himself of the leave. The leave of absence merely suspends the execution of the order for change of station and, at the expiration of the leave, he comes under operation of the order.

(b) If, in situation (a), the orders are canceled while he is on leave and such cancellation would not have been received by him at his duty station before the date he would have been required to depart therefrom to arrive at his new station on the date indicated in the original orders had he not availed himself of the leave, he will be entitled to allowances from the duty station to the place where he received notice of the cancellation and return

not to exceed the official distance from the old station to the contemplated new station and return.

(c) If, in the situation described in (a), the new station was again changed before expiration of the leave, the member is, upon joining the last-named station, entitled to allowances from the station he left to go on leave to the last-named station.

**Case 17. Physical Examination in Connection With Call to Extended Active Duty**

Except for members of the reserve components called to active duty for training (see Chapter 6, Part A), when orders are addressed to a member at his home of record or to a place other than his home of record, he is entitled to allowances from the place of receipt of orders not to exceed the distance from where orders are addressed to any point designated by competent authority for physical examination, thence to his duty station. If found not physically qualified, he is entitled to allowances for the distance from (1) the place of receipt of orders to the place of physical examination not to exceed the distance from the place to which orders are addressed to the place of physical examination; and (2) the place of physical examination to the place to which orders are addressed or to the place orders were received not to exceed the distance from the place of physical examination to the place orders are addressed.

**Case 18. Location of Ship Changed While on Leave**

Upon return from leave to a ship which has changed its location since the member's leave began, allowances are payable only for the excess distance, if any, from the place such orders were received to the new location of the ship over that involved from the place orders are received to the location of the ship from which leave began, but not to exceed the distance involved from the old to the new location of the ship.

**Case 19. Discharge To Continue in the Service**

A member who is separated from the service or relieved from active duty for the express purpose of continuing in the service (other than expiration of enlistment) in the same or in another status is not entitled to mileage on such discharge. Upon ultimate separation from the service or relief from active duty, he is entitled to mileage, if otherwise payable, from the place of separation from the service or relief from active duty to the place of entry into the service, or to the home of record, as he may elect. (See Case 10.)

**Travel of Members of the Uniformed Services****4156****4156 COMPUTATION OF DISTANCES UPON SEPARATION FROM THE SERVICE, RELEASE FROM ACTIVE DUTY, PLACEMENT ON THE TEMPORARY DISABILITY RETIRED LIST, OR RETIREMENT**

**1. DEFINITION.** For the purposes of this paragraph only, the terms "separated" and "separation" mean separation from the service, release from active duty, placement on the temporary disability retired list, and retirement. This paragraph will not be construed to authorize payment of mileage upon retirement unless travel has been performed.

**2. TO POINTS IN THE UNITED STATES—SEPARATED OVERSEAS**

**a. Travel To Be Performed.** Distance will be computed from the port of debarkation in the United States to which water or air transportation is furnished in kind to the place selected or authorized in accordance with these regulations.

**b. Travel Not To Be Performed.** Distance will be computed to the place selected or authorized in accordance with these regulations from the port of debarkation nearest the place so selected or authorized. (See subpar. 5b.)

**3. TO POINTS IN THE UNITED STATES—SEPARATED IN THE UNITED STATES.** See Official Mileage Tables.**4. TO POINTS OUTSIDE THE UNITED STATES—SEPARATED IN THE UNITED STATES**

**a. Travel To Be Performed.** Distance will be computed from the place of separation to the port of embarkation from which water or air transportation will be furnished incident to travel overseas. (For travel overseas, see Part F.)

**b. Travel Not To Be Performed.** Distance will be computed from the place of separation to the nearest port of embarkation thereto. (See subpar. 5b.)

**5. PORTS OF EMBARKATION AND DEBARKATION**

**a. Travel To Be Performed.** The port actually used for embarkation or debarkation will be used in computing distances allowed in subpars. 2a and 4a.

**b. Travel Not To Be Performed.** The port of embarkation or debarkation, for the purposes of subpars. 2b and 4b, will be the nearest of the following to the place selected or authorized:

New York, N. Y.

New Orleans, La.

Seattle, Wash.

San Francisco, Calif.

Wilmington, Calif.

PER DIEM ALLOW-  
ANCES IN THE  
UNITED STATES

**PART E: PER DIEM ALLOWANCES IN THE UNITED STATES****4200 GENERAL**

The per diem allowances prescribed in this Part are applicable for all periods of temporary duty and travel in connection therewith, including but not limited to the following:

1. periods of necessary delay awaiting further transportation,
2. periods of delay at ports of embarkation and debarkation in connection with a permanent change of station,
3. periods of temporary duty directed in a permanent change of station order.

**4201 SPECIAL CASES UNDER WHICH TEMPORARY DUTY PER DIEM ALLOWANCES ARE NOT PAYABLE**

Per diem allowances are not payable for the following periods:

1. for any day during which travel is performed on a permanent change of station basis;
2. for the day of arrival at and the day of departure from a temporary duty point under orders directing a permanent change of station, except as provided in par. 4153-2, and except for the day of departure if such departure places the member in a status otherwise entitling him to per diem allowance, such as when departing from the United States;
3. for any day of leave, delay en route when classified as leave, or proceed time;
4. for any period prior to detachment from a vessel or prior to the day of departure from the metropolitan area of the permanent duty station or for any travel or temporary duty performed in the metropolitan area of the permanent duty station other than that authorized for the day of return to the permanent duty station under par. 4204;
5. for any portion of a journey which is performed as "travel with troops";
6. for any period of temporary duty while a bed-patient or an in-patient in a hospital subsequent to the day of arrival and prior to the day of departure;
7. for field duty, including maneuvers, field exercises, simulated war games, training encampments for civilian components, and duty as observer, umpire, and other similar activities, where both rations in kind (including

field ration) and quarters are available or furnished whether or not such facilities are utilized. (This exception does not apply to members during the period they are actually engaged in the advance planning and critique phases of the operation);

8. for additional flights for proficiency purposes authorized at the request of the individual concerned.

**4202 DISTINCTION BETWEEN PER DIEM ALLOWANCES AND TRANSPORTATION EXPENSES**

**1. PER DIEM ALLOWANCE.** The per diem allowance is designed to cover room rentals, meals, tips, street car or taxi fares (other than to and from station, wharf, or landing field), laundry, and other similar incidental expenses.

**2. TRANSPORTATION EXPENSES.** Transportation expenses are in addition to the per diem allowance, and include railroad and steamship tickets (including berths), Pullman tickets, street car fares or taxi fares to and from the railroad station, wharf, landing field, or local terminus of the mode of transportation used, transfer and checking of baggage, and similar expenses incident to travel. (See Part I.)

**4203 TRANSPORTATION****1. DETERMINATION OF AUTHORIZED TYPE OF CARRIERS FROM ORDERS**

**a. General.** Orders providing for travel on a per diem basis will normally authorize travel by railroad, bus, vessels, or air, except where travel by a particular mode of transportation is necessary because of requirements of the service concerned. Transportation (including Pullman berths, parlor car seats, or staterooms, when required) in kind may be furnished as contemplated by the orders, when required, as authorized in par. 2000.

**b. No Means of Transportation Directed.** When orders do not direct any mode of transportation, the member may elect to travel by any mode of transportation at personal expense, subject to reimbursement as authorized in subpar. 2.

**2. MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION**

**a. Travel at Personal Expense.** Except as provided in subpar. b, when authorized travel is



performed at personal expense the member will be reimbursed a monetary allowance in lieu of transportation at the rate of five cents per mile for the official distance.

**b. Travel by Privately Owned Conveyance.** For travel performed by privately owned conveyance under orders authorizing such mode of travel as more advantageous to the Government, the member will be reimbursed a monetary allowance in lieu of transportation at the rate of seven cents per mile for the official distance.

**c. Travel by Government Conveyance.** Where travel is directed to be performed by Government conveyance and such conveyance was available but travel was performed by another mode of transportation, payment of the monetary allowance in lieu of transportation is prohibited.

**3. OTHER REIMBURSABLE EXPENSES.** Reimbursement for additional transportation expenses incurred in the performance of duty, such as taxicab, bus, street car fares, etc., are allowable as authorized in Part I.

#### **4204 TIME ALLOWABLE IN COMPUTATION OF PER DIEM**

**1. GENERAL.** When orders direct travel to be performed by a specific mode of transportation on a "when available" basis but authorize another mode of transportation for the convenience of the traveler at no additional expenses to the Government, and the mode of travel directed is available but not utilized, the period for which per diem allowance is payable shall be for the time consumed by the mode of transportation used not exceeding the constructive time which would have been consumed had the travel been performed by the directed mode of transportation. When the directed mode of transportation is not available or the orders do not specify any mode of transportation, per diem allowances will be computed as though the mode of transportation utilized was directed, the total amount payable not to exceed constructive travel by common carrier over the official route.

**2. GOVERNMENT TRANSPORTATION REQUEST UTILIZED.** When travel is performed by the use of a Government transportation request via an equalized route, per diem allowances are properly payable for the time required to perform such travel.

**3. TRAVEL BY COMMON CARRIER.** That portion of the per diem allowances payable for travel between duty points will be based upon

actual and necessary schedules by common carrier, including bus, when the latter is the only means of travel between two points, depending upon which means of transportation is used. If a choice of transportation schedule exists, the member would not normally be expected to select a schedule which would require boarding the train or plane between the hours of 2400 and 0600 upon departure or leaving the train or plane between the hours of 2400 and 0600 upon arrival. With this exception, actual and necessary schedules will be interpreted as those schedules which most nearly coincide with the possible time of departure and arrival required to carry out the purposes of the travel orders. When an earlier departure is involved in order to overcome a short interval between the scheduled time of arrival and the hour required to report at a duty station, the traveler will include a brief statement as to the reason for the earlier departure in his claim for reimbursement.

**4. TRAVEL BY GOVERNMENT CONVEYANCE.** Where travel is directed and performed by Government conveyance in connection with temporary duty, per diem allowances are properly payable for the time necessary to perform the travel enjoined.

**5. TRAVEL BY PRIVATELY OWNED CONVEYANCE.** When travel orders specifically state that travel by privately owned conveyance is more advantageous to the Government, per diem allowances are payable for the actual time necessary to perform the directed travel. When travel orders do not contain such statement, the rate of per diem applicable and the period for which per diem is payable for travel by privately owned conveyance shall be for the time actually consumed and at the rate applicable for travel by privately owned conveyance, the total amount payable not to exceed that payable for the constructive travel by common carrier over the official route.

#### **4205 AUTHORIZED PER DIEM RATES**

**1. GENERAL.** The per diem rates authorized in these regulations are based on the status of the member, in the performance of travel and temporary duty, as directed in the orders. The per diem rate applicable for any one day will be determined by the status of the traveler at 2400 hours on that day. However, if the day of departure from the permanent duty station and the day of arrival at the temporary duty station is the same day, one-fourth of the \$9.00 per diem rate will be allowed



Travel of Members of the Uniformed Services

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for each period of six hours or fraction thereof with no deduction for quarters or subsistence.

**2. ABSENCE OF MORE THAN 10 HOURS.** In computing the temporary duty per diem allowances for a continuous travel status of more than 10 hours, the calendar day (midnight to midnight) will be the unit and for fractional parts of a day on the days of departure from and arrival at the permanent duty station in connection with such continuous travel and/or temporary duty, one-fourth of the \$9.00 per diem rate will be allowed for each period of six hours or fraction thereof with no deductions for quarters or subsistence, provided that the total per diem allowance payable for any day involving both a return to the permanent station under one set of orders and a departure from a permanent station under another set of orders shall not exceed \$9.00.

**3. ABSENCE OF 10 HOURS OR LESS.** No per diem allowance is authorized for a round trip

performed entirely within a 10 hour period of the same calendar day. However, an enlisted person who is required to procure meals at personal expense away from his permanent duty station will be reimbursed for such meals, not to exceed two meals, at the rate of \$1.50 for each meal.

**4. TIME OF DEPARTURE AND ARRIVAL.** Dates and times of departure from and arrival at official station, and points at which temporary duty is performed must be shown on the travel voucher. The hours and dates of departure and return shown in the member's itinerary shall be final and conclusive.

**5. RATES OF PER DIEM.** The following rates of per diem are authorized for all travel and temporary duty as contemplated by this Part. Except as provided in item d of the table, the traveler's status as of 2400 hours of each day will determine the rate to be paid for that day.

TABLE OF PER DIEM RATES WITHIN THE UNITED STATES

	Officers	Enlisted members
a. For travel by all modes of transportation . . . . .	\$9.00	\$9.00*
(For delays see items b and c.)		
b. For delays incident to travel and for temporary duty at places other than an installation of the uniformed services:		
(1) For the first 30 days ** . . . . .	9.00	9.00*
(2) For all additional days . . . . .	7.00	7.00*
c. For delays incident to travel and for temporary duty at an installation of any of the uniformed services:		
(1) No government quarters available:		
(a) For the first 30 days ** . . . . .	9.00	9.00*
(b) For all additional days . . . . .	7.00	7.00*
(2) Government quarters available . . . . .	5.00	4.50*
d. For the day of departure from or return to permanent station (see subpars. 2, 3) . . . . .	9.00	9.00*
e. For the day of embarkation:		
(1) By vessel . . . . .	5.00	5.00*
(2) By aircraft . . . . .	9.00	9.00*
f. For courses of instruction:		
(1) Government quarters and government mess not available:		
(a) For the first 30 days ** . . . . .	9.00	9.00
(b) For all additional days . . . . .	7.00	7.00
(2) Government quarters available—government mess not available . . . . .	5.00	4.50
(3) Government mess available—government quarters not available . . . . .	5.00	4.50
(4) Government quarters and government mess available . . . . .	1.00	None

NOTE.—The per diem rates for temporary duty under instruction will commence the day after arrival at a temporary duty station, and will terminate at 2400 on the day prior to the day of departure.

\*Enlisted members in a travel status entitling them to per diem allowances will not be required to pay for meals furnished from a government mess (including box lunches). A deduction of \$1.50 will be made from this per diem allowance for each meal available or furnished by the Government excluding meals furnished at permanent duty station on day of departure or arrival. (Meals "furnished" means "available" unless utilization of available facilities will adversely affect performance of assigned duties.) Enlisted persons while in a travel status are not entitled to a basic allowance for subsistence.

\*\*For the purpose of determining when each period of 30 days temporary duty at any one point begins and ends, the period will be computed to start at 0001 hours on the date following the date of arrival at a point of temporary duty and will end at 2400 hours on the 30th day. "Temporary duty at any one point" is cumulative under the same order. It is likewise cumulative under a supplemental order issued by the original or other headquarters when travel status under the original and supplemental orders remains unbroken. Commanding officers will not order the return of members to their permanent stations and issue new orders directing them to return to the same point of temporary duty for the purpose of extending the period of 30 days for which maximum per diem is payable at any one point.

4206

**Joint Travel Regulations**

**6. CERTIFICATE OF TRAVELER.** The traveler will execute a certificate, in substantially the following form, as to whether or not Government quarters were available. Enlisted persons will also certify as to the number of meals furnished by the Government, identified by dates during this period. The certificate of the traveler shall be final and conclusive in all cases, except while temporary duty is being performed at a military installation.

I certify that, during the period of travel en route and temporary duty at other than a military installation covered by this voucher, Government quarters were not available on any date except:

(enlisted personnel only use the following)  
and that the following number of meals were furnished by the Government on the dates indicated:

(Feb. 22 (1) ; 23 (3) ; 24-26 (9) ; 27 (0) .)

**7. CERTIFICATE OF INSTALLATION COMMANDER.** Except for delays en route, claims for per diem under subpar. 5, item c (1) of table shall be supported by a certificate of the installation commander or commanding officer (or his designated representative) in substantially the following form, that Government quarters were not available at the temporary duty station for assignment. In the case of enlisted members, claims for per diem under subpar. 5, item c (1) of table, the certificate will include a statement as to the number of meals furnished by the Government, identified by dates. In the case of members pursuing a course of instruction, the certificate will include a statement as to the availability of a government mess. The certifications contemplated by this paragraph shall not be required when the voucher is supported by a statement from the headquarters issuing the related travel orders to the effect that the utilization of any available facilities is deemed to be impracticable in that such utilization will adversely affect the performance of the assigned duties, and the traveler will extend the certificate required in subpar. 6, properly modified, to cover the entire absence from his permanent station:

I certify that Government quarters were available to  
----- on the following dates:

(the following to be used for enlisted personnel only)  
and that the following number of meals were furnished by the government on the dates indicated:

(Feb. 22 (1) ; 23 (3) ; 24-26 (9) ; 27 (0) .)

An officer member will certify that Government quarters were available even though, in connection with occupancy of such quarters, he was required to pay incidental room fees or service charges. Enlisted members shall not be required to pay incidental room fees or service charges.

**8. ESCORTS OF WORLD WAR II DEAD.** Per diem allowances for travel and temporary duty of escorts of the armed forces of the United States accompanying the remains of World War II dead will be as prescribed in regulations in existence prior to the promulgation of these regulations, regardless of when the travel and/or temporary duty is performed.

#### **4206 DUTY IN CONNECTION WITH FITTING OUT OR CONVERSION OF A VESSEL**

When a member of the uniformed services is assigned to duty in connection with fitting out or conversion of a vessel, he is authorized a per diem allowance (see par. 4205-5) during each fitting out or conversion period including the day of commissioning or placing in service and for the day of decommissioning or placing out of service, such per diem to commence on the day following the day of arrival at the location of such vessel.

#### **4207 ORDERED TO TEMPORARY DUTY WHILE ON A LEAVE OF ABSENCE**

**1. TEMPORARY DUTY AT LEAVE POINT.** When a member on a leave of absence receives competent orders to perform temporary duty at his leave point, per diem allowances are payable for the period of temporary duty performed in compliance with the orders.

#### **2. TEMPORARY DUTY AT OTHER THAN LEAVE POINT**

**a. General.** When, under competent orders, a member on leave of absence is ordered to temporary duty at a place other than his leave point, he is entitled to per diem allowances as set forth in subpars. b, c.

**b. Authorized To Resume Leave After Termination of Temporary Duty.** Per diem allow-

ances are payable for the period of travel from the leave address or place of receipt of orders to the temporary duty station, whichever is shorter, and from the temporary duty station to the leave address, and for the period of temporary duty, plus transportation in kind or a monetary allowance in lieu thereof between such points as prescribed in par. 4203-2.

**c. Directed To Return to Permanent Station Upon Completion of Temporary Duty.** Per diem allowances are payable for the period of travel from the leave address or place of receipt of orders, whichever is shorter, to the temporary duty station and for the period of temporary duty, plus transportation in kind or a monetary allowance in lieu thereof between such points as prescribed in par. 4203-2 for the official distance from the leave address or place of receipt of orders to the temporary duty point and thence to the permanent station, less the official distance from the leave address to the permanent station.

**4208 TRAVEL TO FIRST DUTY STATION  
UPON ENLISTMENT OR INDUC-  
TION**

Enlisted members traveling from place of enlistment or induction to their first duty stations shall be entitled to transportation in kind and meal tickets.

**4209 TEMPORARY DUTY STATION  
CHANGED TO PERMANENT STA-  
TION**

A member who is at a temporary duty station, or on leave from such temporary duty station, when permanent change of station orders are issued designating the temporary duty station as his permanent station will not receive per diem for any period on or after the date the permanent change of station orders are received at his temporary duty station unless the permanent change of station orders become effective at some future date.

TRAVEL & TRANSPORTATION  
ALLOWANCES OUTSIDE THE  
UNITED STATES

## **PART F: TRAVEL AND TRANSPORTATION ALLOWANCES OUTSIDE THE UNITED STATES**

### **4250 GENERAL**

A member of the uniformed services is entitled to travel per diem allowances at the rates uniformly established by the Secretaries of the uniformed services for periods of travel and/or temporary duty performed under competent orders outside the continental limits of the United States, except:

1. for periods while on authorized leave of absence, delay en route when classified as leave, or proceed time;
2. for any portion of a journey which is performed in a "travel with troops" status;
3. for any period of temporary duty while a bed-patient or an in-patient in a hospital subsequent to the day of arrival and prior to the day of departure;
4. for field duty, including maneuvers, field exercises, simulated war games, training encampments for civilian components, and duty as observer, umpire, and other similar activities, where both rations in kind (including field rations) and quarters are furnished whether or not such facilities are utilized. (This exception does not apply to members during the period they are actually engaged in the advance planning and critique phases of the operation.);
5. for any day on which the member is entitled to permanent change of station allowances for travel performed in the United States;
6. for additional flights for proficiency purposes authorized at the request of the individual concerned;
7. for any period prior to detachment from a vessel or prior to the day of departure from the metropolitan area of the permanent duty station or for any travel or temporary duty performed in the metropolitan area of the permanent duty station other than that authorized for the day of return to the permanent duty station under par. 4204.

### **4251 TRANSPORTATION ALLOWANCES AND OTHER REIMBURSABLE ITEMS**

**1. GENERAL.** Transportation allowances and other reimbursable items are allowable in accordance with pars. 4202-2, 4203, and 4400.

**2. REIMBURSABLE BASIS.** In the event that transportation requests or other similar instruments for common carrier travel are not available to the member at the time and place required, and the member so desires, he may be reimbursed for the actual cost of transportation to him based upon his certification as to the cost involved.

### **4252 MEMBERS OF MILITARY MISSIONS**

Members of military missions or others authorized to receive additional pay or allowances from foreign governments or agencies of the United States other than their respective Departments, or other sources will not receive travel per diem allowances prescribed herein except when specifically authorized jointly by the Secretaries concerned.

### **4253 PAYMENT OF TRAVEL PER DIEM ALLOWANCES**

**1. GENERAL.** Unless otherwise provided for or restricted herein, travel per diem allowances are payable for each day a travel status exists outside of the continental limits of the United States. When traveling by any mode of transportation (including travel by vessel for periods of less than 24 hours in connection with travel by other modes of transportation, delays of less than 10 hours duration caused by unfavorable weather conditions, maintenance, or other reasons incident to the mode of transportation utilized and for temporary duty of less than 10 hours), a member is entitled to a per diem allowance of \$9.00 regardless of the travel per diem allowances established for the countries or places in which the travel begins, is delayed, or ends. When delay is incurred for 10 hours or more because of unfavorable weather conditions, maintenance, for other reasons incident to the mode of transportation, or for temporary duty, the local travel per diem allowance applies from the day of arrival through the day prior to the day of departure. When the day of arrival and the day of departure incident to a delay of 10 hours or more are the same calendar day, the local travel per diem allowance shall apply for that day. Where more than one per diem rate is applicable to a member for any calendar day, the highest rate applicable for that day will apply.

**2. ROUND TRIPS OF TEN HOURS OR LESS WITHIN ONE CALENDAR DAY.** No travel per diem allowance is payable for a round trip from a permanent duty station performed entirely within a 10 hour period of the same calendar day, such period to begin with the hour of departure. However, an enlisted person who is required to procure meals at personal expense away from his permanent duty station will be paid for each meal 15% of the travel per diem allowance applicable to the area in which each meal was procured, not to exceed two meals.

**3. EMBARKATION AND DEBARKATION BY AIRCRAFT OR VESSEL**

**a. Points of Embarkation and Debarkation for Travel by Air.** For travel by air, the point of embarkation is the last point of takeoff within a country en route to a destination in another country, and the point of debarkation is the first landing in a country after a takeoff in another country.

**b. Points of Embarkation and Debarkation for Travel by Vessel.** For travel by vessel, the point of embarkation is the place at which a member boards a vessel for a journey of 24 hours or more in duration and the point of debarkation is the place at which a member leaves a vessel after such a journey.

**c. Per Diem Allowances Applicable for Embarkation and Debarkation by Vessel.** If otherwise proper, the travel per diem allowances applicable to the point of embarkation or debarkation are payable for the day of embarkation or debarkation unless a member is entitled to a different per diem allowance for travel from another place under subpar. 1.

**4. TRAVEL BY COMMERCIAL VESSEL FOR 24 HOURS OR MORE.** A travel per diem allowance of \$5.00 is payable for each day while in a travel status aboard a commercial vessel on a trip by vessel of 24 hours or more when cost of passage does not include meals, except for the days of embarkation and debarkation, for which days the provisions of subpar. 3 are applicable. The provisions of par. 4254 are not applicable.

**5. TRAVEL BY GOVERNMENT VESSEL FOR 24 HOURS OR MORE**

**a. Member Not Charged for Subsistence.** Members traveling aboard a government vessel with or without troops who are furnished subsistence without charge are not entitled to a per diem allowance except on day of embarkation and de-

barkation if otherwise entitled thereto under subpar. 3.

**b. Member Charged for Subsistence.** Members traveling on a trip by government vessel of 24 hours or more as passengers with or without troops (except those aboard for temporary duty or training) who are charged for subsistence shall be paid a per diem allowance not to exceed the cost to the traveler for meals furnished except on the day of embarkation or debarkation. The provisions of par. 4254 are not applicable.

**6. TRAVEL BY PRIVATELY OWNED CONVEYANCE.** When travel orders specifically state that travel by privately owned conveyance is more advantageous to the Government, per diem allowances are payable for the actual time necessary to perform the directed travel. When travel orders do not contain such statement, the period for which per diem allowances are payable for travel by privately owned conveyance will be determined in accordance with par. 4204-5.

**4254 DEDUCTION WHEN GOVERNMENT QUARTERS AND/OR SUBSISTENCE AVAILABLE**

**1. QUARTERS AVAILABLE.** A deduction of 40% of the travel per diem allowance rate applicable for the day will be made when government quarters are available to a member on that day. This deduction is also applicable to the day of arrival at or return to the permanent duty station.

**2. SUBSISTENCE AVAILABLE.** A deduction of 15% for enlisted members and 10% for officer members of the travel per diem allowance rate applicable for the day will be made for each Government meal available for the same day. For example, an enlisted person in a travel status entitled to a travel per diem allowance at a rate of \$10, with Government quarters and two Government meals available, would be computed as follows:

Daily rate of travel per diem allowance for the area.....	\$10. 00
Deduction for 2 meals available (15% x \$10 or \$1.50 per meal x 2 meals available).....	\$3. 00
Deduction for quarters available (40% x \$10).....	4. 00
Total deductions.....	7. 00
Amount payable for other expenses.....	\$3. 00

**Travel of Members of the Uniformed Services****4258****4255 CERTIFICATES**

**1. CERTIFICATE OF TRAVELER.** The traveler will execute a certificate, in substantially the following form, as to whether or not Government quarters were available. The traveler will also certify as to the number of meals furnished by the Government, identified by dates during this period. The certificate of the traveler shall be final and conclusive in all cases, except while temporary duty is being performed at a military installation.

I certify that, during the period of travel en route and temporary duty at other than a military installation covered by this voucher, Government quarters were not available on any date except:

-----

-----

and that the following number of meals were furnished by the Government on the dates indicated:

-----

-----

(Feb. 22 (1) ; 23 (3) ; 24-26 (9) ; 27 (0).)

and that I have not received monetary allowances of any nature from a foreign Government, the United Nations, or any other agency of the United States for the travel and/or temporary duty set forth herein, except as jointly authorized by the Secretaries of the Departments concerned. (Omit words inapplicable and strike out exception in last clause if not applicable.)

An officer member will certify that Government quarters were available even though, in connection with occupancy of such quarters, he was required to pay incidental room fees or service charges. Enlisted members shall not be required to pay incidental room fees or service charges.

**2. CERTIFICATE OF INSTALLATION COMMANDER.** The following certificate shall be executed by the commanding officer or his designated representative of any installation of the

uniformed services at which a member performs temporary duty:

I certify that government quarters were available to -----  
on the following dates: -----

-----  
and that Government meals were available on the following dates for the number of meals indicated:

-----  
(Feb. 22 (1) ; 23 (3) ; 24-26 (9) ; 27 (0).)

-----  
The certifications contemplated by this subparagraph will not be required when the voucher is supported by a statement from the headquarters issuing the related travel orders to the effect that the utilization of any available facilities is deemed to be impracticable in that such utilization will adversely affect the performance of the assigned duties, and the traveler will extend the certificate called for in subpar. 1, properly modified, to cover the entire absence from his permanent station.

**4256 RATES OF TRAVEL PER DIEM**

For rates of travel per diem allowances for travel outside the United States, see Appendix B.

**4257 INTERNATIONAL DATE LINE**

In computing travel per diem allowances where the International Date Line is involved, the computation will be based on actual elapsed time.

**4258 DUPLICATE ALLOWANCES PROHIBITED**

When drawing travel per diem allowances, members without dependents shall not be entitled to receive a station allowance for subsistence.

STATION PER DIEM  
ALLOWANCES OUT-  
SIDE THE U.S.



## PART G: STATION PER DIEM ALLOWANCES OUTSIDE THE UNITED STATES

### 4300 GENERAL

Members of the uniformed services on duty outside the continental limits of the United States are entitled to a station per diem allowance at the rates uniformly established by the Secretaries of the uniformed services. Station per diem allowance will be paid to members of the uniformed services permanently assigned to duty outside the continental limits of the United States based on the commanding or other appropriate officer's certification that Government quarters and/or subsistence were not available.

### 4301 DEFINITION OF TERMS

**1. DEPENDENT.** The term "dependent" shall include at all times and in all places the lawful wife and unmarried legitimate children, under twenty-one years of age, of any member of the uniformed services, except as hereinafter limited in this subparagraph. Such term shall include the father or mother of such member, provided he or she is in fact dependent on such member for over half of his or her support and actually resides in the household of said member. It shall also include unmarried legitimate children, over twenty-one years of age, of such member who are incapable of self-support because of being mentally defective or physically incapacitated, and who are in fact dependent on such member for over half of his or her support, provided that the term "children" shall be held to include stepchildren and adopted children when such stepchildren or adopted children are in fact dependent upon such member, provided further that in the case of female members of the uniformed services, the term "dependent" shall include a husband in addition to those persons otherwise defined as dependents in this subparagraph but only when such husband, or children, as defined above, are in fact dependent upon said female member for over half of his or her support. The term "father" or "mother" shall include a stepparent, or parent by adoption, and any person, including a former stepparent, who has stood in loco parentis to the member concerned at any time for a continuous period of not less than five years during the minority of such member, provided that a stepparent-stepchild relationship shall be deemed to be

terminated by the stepparent's divorce from the blood parent, and provided further that no member claiming a dependent as defined in this subparagraph may be paid increased allowances on account of such dependent for any period during which such dependent is entitled to receive basic pay for the performance of duty as defined in section 201 (e) of the Career Compensation Act of 1949.

**2. MEMBERS WITH DEPENDENTS.** A member with dependents is a member whose dependents as defined in subpar. 1 reside with him at his foreign duty station.

**3. MEMBER WITHOUT DEPENDENTS.** A member without dependents shall also include a member whose dependents do not reside with him at his foreign duty station. A member whose dependents reside with him at his foreign duty station shall be considered as a member without dependents for any period such dependents are away from the foreign duty station for the purpose of returning to the United States.

### **4. GOVERNMENT QUARTERS (NON-TRAVEL STATUS)**

**a. For Members Without Dependents and Members Whose Dependents Do Not Reside With Them.** The definition of "government quarters" in par. 1150-5 is applicable for the purpose of determining entitlement to station per diem allowances for quarters and/or subsistence for members without dependents and members whose dependents do not reside with them in the immediate vicinity of their permanent duty stations.

**b. For Members With Dependents.** "Government quarters" for members with dependents is defined as government quarters of any type (within the definition of "government quarters" in par. 1150-5) when such quarters are in fact assigned to and/or occupied jointly by the member and his dependents.

**5. GOVERNMENT MESS.** For the purposes of determining entitlement to station per diem allowances for subsistence, "availability" of a Government mess shall be applicable only to members without dependents, and to members with dependents whose dependents are not residing in the vicinity of the foreign station where the member is assigned except as provided in par. 4304.

#### **4302 MEMBERS OF MILITARY MISSIONS**

Members of the uniformed services who are accredited members of military missions receiving additional pay or allowances from foreign governments, agencies of the United States other than their respective Departments, or other sources are not entitled to the station per diem allowances herein provided except as specifically authorized jointly by the Secretaries concerned.

#### **4303 PERIOD FOR WHICH PAYABLE**

Except as otherwise authorized in these regulations, station per diem allowances are payable to members to and including the day prior to the day of departure from the permanent station. Members upon initial assignment to an overseas area, and upon subsequent transfer from one foreign country to another foreign country, who are not furnished government quarters shall be entitled to a station per diem allowance equal to the travel per diem allowance prescribed for that area for the first 45 days, subject to the deductions prescribed in par. 4254 when government mess is available. Whenever government quarters are furnished or permanent housing is obtained this allowance shall be reduced to the regular station per diem allowance for that area, even though the initial 45 days may not have elapsed. The period of 45 days contemplated by this paragraph shall begin on the day following the day of arrival.

#### **4304 STATION PER DIEM ALLOWANCES FOR DEPENDENTS OF MEMBERS ASSIGNED TO VESSELS OR RESTRICTED AREAS**

A member assigned to duty aboard a vessel or other fleet unit or a member assigned to duty in a restricted area when the commanding officer certifies that the dependents of such personnel are, or have been authorized transportation to an overseas area at government expense, and have actually established a residence in the vicinity of the port from which such vessel or fleet unit is operating or such restricted area shall be entitled to receive the appropriate per diem allowance for members with dependents, except that the station quarters per diem allowance prescribed for the area shall not be payable for any period during which Government quarters are available to such dependents. (See par.

4303.) The provisions of this paragraph shall also apply to members who have acquired or subsequently acquire a dependent in an overseas area when such dependent is residing in the vicinity of the restricted area or port from which the vessel or fleet unit is operating. The rate payable shall be the rate applicable to the area to which transportation is authorized and shall commence on the day following the day of arrival or acquisition of the dependent in the area or 1 October 1949, whichever is later.

#### **4305 CONTINUATION OF STATION PER DIEM ALLOWANCES WHILE ABSENT FROM PERMANENT STATION**

##### **1. MEMBERS WITH DEPENDENTS**

a. **General.** Members with dependents, who are entitled to receive station per diem allowances for quarters or subsistence, or both, while their permanent stations remain unchanged, shall continue to receive such allowances while sick in a hospital or absent from their permanent stations in a pay status (i. e., on authorized leave not in excess of the statutory leave limit; or temporary duty travel), except as provided in subpar. b.

b. **On Leave Inside U. S. With Dependents.** Station per diem allowance for subsistence shall not accrue to a member with dependents while on leave accompanied by his dependents, when such leave involves return to the United States. In such case, the period of nonentitlement shall be measured from the day of departure to and including the day prior to the day of return. Enlisted personnel shall be entitled to the appropriate subsistence allowance for the period of nonentitlement as is provided for enlisted personnel on leave in the United States.

##### **2. MEMBERS WITHOUT DEPENDENTS**

a. **Station Per Diem Subsistence Allowance.** Station per diem allowances for subsistence for members without dependents shall not accrue while such members are

1. entitled to travel per diem allowances authorized in Part F or per diem allowances authorized in the continental United States;
2. on authorized leave of absence when such leave involves return to the United States, except that the rate authorized for enlisted members to mess separately will be paid for each day spent in the United States;
3. in fact being subsisted at government expense (i. e., during periods of hospitalization).

**Travel of Members of the Uniformed Services****4308**

**b. Continuation of Station Per Diem Quarters Allowances While Absent From Permanent Station.** Members without dependents entitled to receive station per diem quarters allowance while their permanent station remains unchanged shall continue to receive such allowance while sick in a hospital or absent from their permanent station in a pay status (i. e., on authorized leave not in excess of the statutory leave limit; or temporary duty travel).

**4306 PAYMENTS—SUBSTANTIATING DOCUMENTS**

Payment of station per diem allowances will be made on order of the commanding officer, or other appropriate officer, such order to contain, where applicable, the following items:

1. name, rank or grade, and service number of member;
2. whether member is with or without dependents;
3. name of country, area, or city in which member performs permanent duty;
4. the inclusive date of entitlement or changes in status; i. e., arrived \_\_\_\_\_, departed \_\_\_\_\_, with dependents \_\_\_\_\_, without dependents \_\_\_\_\_, etc.;
5. information on station per diem quarters and subsistence allowances;
6. the inclusive dates of leave involving return to the United States;

7. for members without dependents; inclusive dates for which members are entitled to travel allowances or are in fact being subsisted at government expense;
8. the name of the country or area to which dependents are authorized to travel as contemplated in par. 4304;
9. the periods during which government quarters and/or mess were not available, showing separately any period of nonavailability of government quarters for dependents;
10. show periods members are in receipt of monetary allowances of a similar nature from a foreign government, the United Nations, or other United States Government agencies, except as jointly authorized by the Secretaries of the uniformed services;
11. any other information affecting entitlement such as periods of AWOL, confinement, promotion, reduction, etc.

**4307 RATES OF STATION PER DIEM**

For rates of station per diem allowances outside the United States, see Appendix B.

**4308 DUPLICATE ALLOWANCES PROHIBITED**

The overseas station per diem allowance for subsistence for enlisted personnel shall be in lieu of and not in addition to the basic allowance for subsistence.

SPECIAL PER DIEM  
ALLOWANCES OUT-  
SIDE THE U.S.

**PART H: SPECIAL PER DIEM ALLOWANCES OUTSIDE UNITED STATES****4350 AUTHORIZATION**

Notwithstanding any other provision of these regulations, and without regard to monetary limitation, the Secretaries of the uniformed services may authorize jointly a special per diem allowance where assigned duties are deemed out of the ordinary and require exceptional living expenses (this allowance shall not include allowances for entertainment or representation) for members of the uniformed services assigned to the following types of duty outside continental United States:

1. United Nations activities;
2. international conferences;
3. quasi-diplomatic conferences or meetings;
4. aides to committees of the United States Congress;
5. foreign missions and commissions.

The per diem allowance so authorized shall conform to the per diem authorized for all the services for each class of assignment, and when such per diem is authorized the instructions contained in the specific authorization will govern.

**4351 DEFINITION**

An approved special per diem allowance rate will include actual and necessary expenses, exclusive of entertainment and representation expenses, and will be paid for the period involved whether or not the individual is in a travel status. All elements of cost of living, including cost of quarters, subsistence, and other necessary incidental expenses peculiar to the duty assignment will be taken into consideration.

**4352 ESTABLISHING RATES****1. SUBMISSION OF RECOMMENDATION.**

Recommendation to establish a rate for special per diem allowance for types of duty listed in par. 4350 will be submitted and fully substantiated by the organization initiating the assigned duty or having staff supervision over the activity concerned to the appropriate department or agency listed as follows for coordination:

1. Navy: To the Chief of Naval Personnel, Navy Department, Washington 25, D. C.
2. Marine Corps: To the Commandant of the Marine Corps, Navy Department, Washington 25, D. C.
3. Air Force: To the Chief of Staff, United States

Air Force, Attention: Director of Finance, Office of the Comptroller, Washington 25, D. C.

4. Army: To the Director of Personnel and Administration, General Staff, United States Army, Washington 25, D. C.
5. Coast Guard: To the Commandant of the U. S. Coast Guard, Washington 25, D. C.
6. Public Health: To the Chief, Division of Commissioned Officers, U. S. Public Health Service, Washington 25, D. C.
7. U. S. Coast and Geodetic Survey—The Director, U. S. Coast and Geodetic Survey, Washington 25, D. C.

**2. INFORMATION REQUIRED IN RECOMMENDATION.** Recommendation will also include the following:

1. type of assignment (par. 4350);
2. effective date of special per diem allowance;
3. termination date of special per diem allowance;
4. rate of special per diem allowance showing subsistence, quarters, and other incidental expenses;
5. rate for periods of travel and temporary duty in each area;
6. whether or not the rate(s) is (are) effective for the entire period;
7. whether duty is temporary or permanent;
8. other recommendations which may affect the computation of the special per diem allowance.

**4353 ORDERS AUTHORIZING SPECIAL PER DIEM ALLOWANCES**

Orders assigning personnel to duty will clearly indicate the type of assignment and will contain, in addition to the information ordinarily required in orders, substantially the following:

Pursuant to paragraph 4350, JTR, the following special per diem rate(s) (include here special instructions contained in the determination for special per diem as approved by the joint Secretaries as to the rate(s) per day, method of computation, and limitations, if any)

-----  
 (is, are) authorized while on official business outside the continental limits of the United States, said rate(s) having been approved by the joint Secretaries on -----

(Date)

REIMBURSABLE  
EXPENSES

## PART I: REIMBURSABLE EXPENSES

### 4400 REIMBURSABLE EXPENSES IN CONNECTION WITH TRAVEL AND TEMPORARY DUTY

**1. GENERAL.** The items of expense listed in the following subparagraphs are reimbursable to the traveler in addition to the per diem allowance, transportation in kind or reimbursement therefor, or the monetary allowances in lieu of transportation. Receipts will not be required for any of the items when travel is performed under classified orders and disclosures of such information would be detrimental to the interest of the Government.

**2. TAXI FARES.** Reimbursement is authorized for taxicab fares between places of abode or business and stations, wharves, airports, other common carrier terminals or local terminus of the mode of transportation used, between common carrier terminals while en route when free transfer is not included in the price of the ticket or when necessitated by change in mode of travel, and from common carrier terminals to lodgings and return in connection with unavoidable delays en route incident to the mode of travel. Itemization is required.

**3. ALLOWED TIPS.** Tips incident to transportation expenses are reimbursable as follows:

1. tips to Pullman porters, not to exceed \$0.70 per day, or \$0.35 for trips of less than 5 hours duration;
2. tips to baggage porters, red caps, etc., at not to exceed customary local rates, but not including tips for baggage handling at hotels; the number of pieces of baggage handled will be shown on the claim.

Itemization is required.

**4. CHECKING AND TRANSFER OF BAGGAGE.** Expenses incident to checking and transfer of baggage are reimbursable. The number of pieces of baggage checked will be shown on the claim. Itemization is required.

**5. EXCESS BAGGAGE.** When excess baggage is authorized actual costs for such excess baggage in addition to that carried free by the carrier are reimbursable. Receipt is required.

**6. REGISTRATION FEES.** Registration fees incident to attendance at meetings of technical, professional, scientific, or other non-federal organizations are reimbursable when attendance thereat is

authorized or approved. Receipt is required. (See annual appropriation acts.)

#### 7. GOVERNMENT CONVEYANCE

**a. Government Aircraft.** Costs of gasoline, oil, repairs, nonpersonal services, guards, and storage are reimbursable when such expenses are necessary by reason of landing at other than a government field. Receipts are required.

**b. Government Auto.** Cost of storage of government automobiles when necessary is reimbursable if government storage facilities are not available. Receipt is required.

**8. TELEPHONE, TELEGRAPH, CABLE, ETC.** Cost of official telephone, telegraph, cable, and similar communication services is reimbursable when incident to the duty enjoined or in connection with items of transportation. Such services when solely in connection with reserving hotel room, etc., are not considered official. Copies of messages are required for all mechanical transmissions unless the message is classified in which case a full explanation and a receipt will suffice. Local verbal transmissions are allowable when itemized. Long distance verbal transmissions will be fully explained in the claim.

**9. STENOGRAPHIC SERVICES, ETC.** Charges for necessary stenographic services or rental of typewriters or similar machines in connection with the preparation of reports or official correspondence are reimbursable when authorized or approved by the headquarters directing the travel. This provision does not apply when stenographic services are performed by military personnel or government employees. Receipts are required.

**10. LOCAL PUBLIC CARRIER FARES.** Expenses incident to streetcar, bus, or other usual means of local transportation may be allowed in lieu of taxicab fares under the conditions and limitations stated in subpar. 1. Itemization is required.

**11. STEAMER CHAIRS, CUSHIONS, AND STEAMER RUGS.** Steamer chairs, cushions, and steamer rugs are reimbursable at the customary rates actually charged. Receipt is required.

**12. TOLL FARES.** Ferry fares, and road, bridge, and tunnel tolls are reimbursable when travel is performed by privately owned conveyance or government highway transportation. Itemization is required.

**13. FEES FOR SEA TRAVEL.** Fees for sea travel for the duration of the voyage are reimbursable, including dates of embarkation and debarkation, except that such fees are not reimbursable when travel is performed on government owned or government operated vessel whether manned by military or

civilian crews. Itemization is required. The following rates are applicable:

1. Trips of 10 days or less, per day----- \$1.50
2. Trips of 11 to 20 days for each day in  
excess of 10 days----- 1.00
3. For each additional day in excess of 20  
days ----- .50



## **PART J: PREPARATION OF VOUCHERS AND SUPPORTING DOCUMENTS**

### **4450 GENERAL**

Existing instructions relative to the preparation of travel vouchers and supporting documents will be continued in force until modified or revoked by

administrative regulations of the service concerned, except that mileage payments to enlisted personnel will be stated on Standard Form 1071 as for commissioned officers.

**JOINT TRAVEL REGULATIONS**

**CHAPTER 5: TRAVEL OF PERSONS IN SPECIAL CATEGORIES**

**PART A: CADETS AND MIDSHIPMEN OF THE SERVICE ACADEMIES..... 5000-5001**  
**PART B: APPLICANTS AND REJECTED APPLICANTS FOR ENLISTMENT..... 5050-5051**  
**PART C: PRISONERS..... 5100**  
**PART D: MILITARY AIR TRANSPORT SERVICE, MARINE CORPS TRANSPORT  
SQUADRONS, AND FLEET LOGISTICS AIR WINGS..... 5150-5151**  
**PART E: MEMBERS ON TEMPORARY DISABILITY RETIRED LIST REQUIRED  
TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS..... 5200**  
**PART F: AVIATION CADETS..... 5250**  
**PART G: DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS..... 5300**

## CHAPTER 5

**TRAVEL OF PERSONS IN SPECIAL CATEGORIES****PART A: CADETS AND MIDSHIPMEN OF THE SERVICE ACADEMIES****5000 GENERAL**

Cadets and midshipmen of the Service academies are authorized while traveling under orders as cadets or midshipmen for temporary duty and travel in connection therewith, the per diem and transportation allowances as prescribed for officers of the uniformed services in these regulations.

**5001 TRAVEL TO AND FROM SERVICE ACADEMIES**

**1. WITHIN THE UNITED STATES.** A person entering one of the Service academies as a cadet or midshipman shall receive a mileage allowance at the rate of six cents per mile for all travel within the continental limits of the United States which he actually performs while proceeding to the Service academy for admission, not in excess of the official distance between the place which he certifies was his actual permanent place of abode, home, school, or duty station at the time such travel was commenced and the Service academy involved.

**2. OUTSIDE THE UNITED STATES.** A person outside the continental limits of the United

States shall be entitled to a monetary allowance in lieu of transportation in kind at the rate of five cents per mile for land travel outside the continental United States. Actual cost will be allowed for passage on commercial vessels only in the event Government transportation was not available.

**3. SEPARATION OTHER THAN BY COMMISSION.** When a cadet or midshipman of any of the Service academies (including graduated cadets) resigns, is dismissed or discharged, he shall be entitled to the allowance prescribed in subpars. 1 and 2 for travel from the academy to his abode, home, or to his proper military station.

**4. UPON GRADUATION AND COMMISSION.** Officers graduated from any of the Service academies when traveling under competent orders to the first station to which they are permanently assigned for duty shall receive allowances authorized for members traveling under competent orders in connection with a permanent change of station, for the distance actually traveled under such orders, not to exceed the official distance from their home or from the Service academy, as may be designated in their orders, to such first duty station.

**PART B: APPLICANTS AND REJECTED APPLICANTS FOR ENLISTMENT****5050 TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL INCIDENT TO ENLISTMENT PROCESSING**

**1. GENERAL.** Applicants for enlistment shall be furnished transportation in kind and meal tickets for travel from the place where they make application for enlistment or from their homes to the place(s) of physical examination and/or place of acceptance for enlistment including return travel in the event that the applicant is not accepted. Travel orders shall be issued for such travel in the same manner as for travel of members, and such travel orders shall authorize the return travel of the applicant in the event that his application is not accepted.

**2. REIMBURSEMENT.** In the event that transportation requests and/or meal tickets are not available for issuance to applicants for the travel contemplated in subpar. 1, reimbursement for transportation purchased from personal funds, supported by receipts if Pullman or parlor car accommoda-

tions are utilized, shall be made on an actual cost basis (including tax), plus a per diem allowance for each day obtained by multiplying \$1.50 by the number of meals the applicant or rejected applicant was required to purchase for that day.

**5051 TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL INCIDENT TO FLYING TRAINING APPLICATION PROCESSING**

Applicants for flying training shall be furnished transportation requests or reimbursed for actual cost thereof for travel in connection with processing and physical and qualifying examinations. Such travel will be that from the place of acceptance to the recruiting station and return to place of acceptance and subsequent travel from place of acceptance to the nearest AC-OCS Examining Board and return to place of acceptance. Included in this category will be applicants for training as aviation cadets and of reserve officer applicants for training in officer grade.

**PART C: PRISONERS**

**5100 TRAVEL AND TRANSPORTATION  
OF PRISONERS WITH GUARDS**

Whenever it is necessary to move prisoners of any type over public transportation, transportation requests shall be obtained by the member in charge of the movement covering the transportation for all members and prisoners named in the order covering the movement. In the event that cooked

meals and/or box lunches are not provided, the member in charge of the movement shall also secure meal tickets for the prisoners in sufficient quantity to cover the travel involved. The transportation requests and meal tickets shall be executed in the name of the member in charge "for" the prisoners, shall be signed when proper by the member in charge, and shall not be surrendered to the individual prisoners for any reason.

## **PART D: MILITARY AIR TRANSPORT SERVICE, MARINE CORPS TRANSPORT SQUADRONS, OR FLEET LOGISTICS AIR WINGS**

### **5150 GENERAL**

Members of the uniformed services on duty with or under training for the Military Air Transport Service, Marine Corps Transport Squadrons, or Fleet Logistics Air Wings, while away from their permanent station, are authorized per diem allowances as contained in Chapter 4, Part E and Part F, without the issuance of orders for specific travel. Travel as crew members in these units, unless en-

gaged in tactical exercises, maneuvers, field exercises, etc., will never be considered as "travel with troops".

### **5151 CERTIFICATION**

Claims by members in the categories listed in par. 5150 where orders were not issued will be certified by the appropriate unit commander and will constitute valid authorization.

**PART E: MEMBERS ON TEMPORARY DISABILITY RETIRED LIST  
REQUIRED TO SUBMIT TO PERIODIC PHYSICAL  
EXAMINATIONS**

**5200 GENERAL**

A member of the uniformed services whose name is placed upon the temporary disability retired list

and who is required to submit to a periodic physical examination shall, for travel performed, be entitled to receive the travel and transportation allowances as authorized in Chapter 4, Part E or F.

## PART F: AVIATION CADETS

### 5250 GENERAL

Aviation cadets while on active duty and while traveling under orders shall be entitled to receive

transportation and other necessary expenses incident to such travel, or cash in lieu thereof, on the same basis and at the same rates as are prescribed for enlisted personnel. (See Chapter 4.)



**PART G: DISCHARGE UNDER OTHER THAN HONORABLE  
CONDITIONS**

**5300 GENERAL**

A member discharged under other than honorable conditions is entitled to transportation in kind

from the place of discharge to his home of record upon entry into the service unless the member is in confinement pursuant to sentence of civil court on date of such discharge.

## CHAPTER 6: TRAVEL UNDER SPECIAL CIRCUMSTANCES

PART A: CALL TO OR RELEASE FROM ACTIVE DUTY FOR TRAINING.....	6000-6001
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PART D: TRANSFER OF PATIENTS, EXCEPT INSANE PATIENTS, WITH OR WITHOUT ATTENDANTS.....	6150-6151
PART E: TRANSFER OF INSANE PATIENTS WITH ATTENDANTS.....	6200
PART F: DISCHARGED FROM ST. ELIZABETHS HOSPITAL OR OTHER FED- ERAL SECURITY AGENCY HOSPITALS, OR VETERANS ADMINIS- TRATION HOSPITALS.....	6250-6251
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## CHAPTER 6

**TRAVEL UNDER SPECIAL CIRCUMSTANCES****PART A: CALL TO OR RELEASE FROM ACTIVE DUTY FOR TRAINING****6000 TRAINING DUTY WITH PAY**

Upon call to or release from active duty for training, provided transportation and subsistence are not furnished by the Government, members of the reserve components (regardless of rank or grade) shall be entitled to the travel and transportation allowances prescribed in Chapter 4, Part E, from the place to which active duty orders are addressed to their first duty stations and from their last duty stations to the place to which active duty orders are addressed. In the event that a qualifying physical examination at another point is involved before reporting to first duty station, necessary travel between place to which active duty orders are addressed and the place physical examination will be on the above basis.

**6001 TRAINING DUTY OR OTHER DUTY WITHOUT PAY**

**1. GENERAL.** When authorized by the Secretary concerned, reserve members called to train-

ing duty or other duty with their consent, when such training or other duty without pay is performed, shall be entitled to transportation and subsistence in accordance with subpars. 2 and 3.

**2. TRANSPORTATION IN KIND.** Transportation in kind (transportation furnished by government transportation request or by government conveyance) or to a monetary allowance in lieu of transportation at the rate of 5 cents per mile for the official distance to and from points of training or other duty without pay is authorized.

**3. SUBSISTENCE WHILE EN ROUTE TO AND FROM POINTS OF TRAINING OR OTHER DUTY WITHOUT PAY.** Meal tickets may be issued to reserve members for travel to and from points of training or other duty without pay or in lieu of meal tickets reimbursement for meals purchased for the required travel time is authorized not to exceed \$1.50 per meal. (See Appendix A, Career Compensation Act of October 12, 1949, sec. 501 (b).)

**PART B: COURIER: TRANSPORTATION OF CLASSIFIED DOCUMENTS  
AND/OR VALUABLE PAPERS****6050 ALLOWED ACCOMMODATIONS**

A compartment, drawing room, bedroom, or other suitable accommodations shall be furnished for the transportation of classified documents by a courier when such accommodations are authorized by the Secretary concerned for security purposes.

**6051 TRAVEL ON A MILEAGE BASIS**

When a courier is traveling on a mileage basis and is required (under authorization contemplated in par. 6050) to purchase superior accommodations for security purposes, the difference in cost to the traveler between the cost of a standard lower berth and the cost of such superior accommodations shall be reimbursed to the courier after travel is performed if a receipt for the accommodations so purchased is furnished in support of the claim.

**6052 TRAVEL ON A PER DIEM BASIS**

Couriers traveling under temporary duty orders shall make every effort to secure transportation requests covering the superior accommodations contemplated in par. 6050. In the event that transportation requests were not available or it was impracticable to secure them, and it is so stated in the claim, reimbursement shall be made for all transportation and such superior accommodations purchased from personal funds on an actual cost basis (including tax) when the claim is accompanied by the receipt indicating the amount paid. In the event that such statement is not furnished, reimbursement will be restricted to the cost, excluding tax, of the transportation and the superior accommodations.

**PART C: TRANSPORTATION OF DECEASED MEMBERS**

**6100 TRANSPORTATION OF DECEASED  
MEMBERS**

For information relative to transportation of deceased members, see appropriate regulations of the service concerned.

**PART D: TRANSFER OF PATIENTS, EXCEPT INSANE PATIENTS,  
WITH OR WITHOUT ATTENDANTS**

**6150 PATIENTS WITH OR WITHOUT  
ATTENDANTS**

**1. PHYSICALLY CAPABLE OF TRAVEL-  
ING WITHOUT ATTENDANTS.** Member pa-  
tients who are physically capable of performing  
travel without the aid of attendants shall receive the  
appropriate travel allowances prescribed in Chap-  
ter 4 for travel of members.

**2. NOT PHYSICALLY CAPABLE OF  
TRAVELING WITHOUT ATTENDANTS.** Member patients who are not physically ca-  
pable of traveling without attendants shall be  
entitled to receive the appropriate travel allowances  
prescribed in Chapter 4 for travel of members and  
advances may be made against such allowances to  
the attendants, such advances to be strictly ac-  
counted for and supported by receipts for all pay-  
ments made in behalf of the member patient in  
accordance with instructions issued by the services  
concerned.

**6151 TRAVEL OF ATTENDANTS WHO  
ARE NOT MEMBERS**

**1. GOVERNMENT EMPLOYEES ON  
DUTY AS ATTENDANTS.** Travel of Govern-  
ment employees on duty as attendants shall be as for  
travel generally under the regulations of the service  
concerned covering travel of employees.

**2. ALL OTHER ATTENDANTS WHO ARE  
NOT MEMBERS.** Travel of nonmember attend-  
ants, other than as prescribed in subpar. 1, will be  
based on the provisions of invitational orders issued  
by the service concerned with reimbursement made  
only as provided in such invitational orders which  
will be viewed as a complete contract between the  
Government and such person; any commitments not  
made by such orders before travel is complete are  
not binding on the Government.

## **PART E: TRANSFER OF INSANE PATIENTS WITH ATTENDANTS**

### **6200 TRANSFER OF INSANE OR MENTALLY INCOMPETENT PATIENTS TRANSFERRED FROM MILITARY HOSPITALS TO OTHER HOSPITALS OR TO THEIR HOMES WITH ATTENDANTS**

**1. TRANSFER WITH A MEMBER AS AT-  
TENDANT.** The instructions in par. 6150-2 for  
patients are applicable.

**2. TRANSFER WITH AN ATTENDANT  
WHO IS NOT A MEMBER.** The instructions in  
par. 6150-2 are applicable for patients and the pro-  
visions of par. 6151 are applicable to the travel of  
attendants.

**PART F: DISCHARGED FROM ST. ELIZABETHS HOSPITAL OR OTHER  
FEDERAL SECURITY AGENCY HOSPITALS, OR VETERANS  
ADMINISTRATION HOSPITALS**

**6250 DISCHARGED FROM THE  
UNIFORMED SERVICES UPON  
ENTRY INTO HOSPITAL**

If the member was sent, in care of attendants at the expense of the United States, to St. Elizabeths Hospital or other Federal Security Agency hospitals, or to Veterans Administration hospitals, and such hospital is in the locality of his home, no further payment will be made by the Government for travel and transportation allowances upon discharge from the hospital. If the hospital is not in the locality

**6251 NOT DISCHARGED FROM THE  
UNIFORMED SERVICE UPON  
ENTRY INTO THE HOSPITAL**

of his home, he shall be allowed mileage from the hospital to his home.

If a member is transferred to St. Elizabeths Hospital or other Federal Security Agency hospital for observation and treatment as distinguished from transfer for immediate discharge, travel allowances upon discharge from the hospital shall be as provided for members in Chapter 4.



## **PART G: WITNESSES**

### **6300 TRAVEL AND TRANSPORTATION ALLOWANCES FOR MEMBERS SUMMONED AS WITNESSES**

**1. CASE INVOLVING UNIFORMED SERVICES.** A member on active duty when required to appear as a witness on behalf of the United States in any case involving the uniformed services shall receive the travel and transportation allowances as prescribed in Chapter 4, payable from the funds of the requesting service.

**2. CASE NOT INVOLVING UNIFORMED SERVICES.** A member on active duty when required to appear as a witness on behalf of the United States in any case not involving the uniformed serv-

ices shall receive such transportation or transportation allowances and per diem as may be prescribed by the Attorney General. If transportation requests are issued, the transportation requests shall be annotated to be billed to the Department of Justice.

**3. OTHER CASES.** When a member on active duty is subpoenaed to appear as a witness for a State, District of Columbia, a Committee of Congress, a private individual, or corporation, the member shall not receive any allowances for travel and transportation from the service with which he is serving. Arrangements for payment of the travel and subsistence expenses of the witness should be made in advance between the witness and the individual or agency desiring his testimony.

## **PART H: AERIAL SURVEYS**

### **6350 AERIAL SURVEYS**

Members assigned to duties involving aerial surveys of rivers and harbors or Governmental projects other than those pertaining to the military service and otherwise authorized either through enactments

providing for such activities generally, or through specific enactments authorizing a particular project, shall be authorized travel per diem allowances for the entire period a travel status exists at the rates otherwise prescribed for members in a travel status.

## **PART I: ATTENDANCE AT MEETINGS OF TECHNICAL, PROFESSIONAL, SCIENTIFIC, AND OTHER SIMILAR ORGANIZATIONS**

### **6400 GENERAL PROVISIONS**

**1. AUTHORIZED ALLOWANCES.** Appropriations available for travel of members of the uniformed services shall be available for all travel expenses incident to authorized attendance at meetings of technical, professional, scientific, and other similar organizations. Members ordered to perform temporary duty and travel in connection therewith are entitled to transportation in kind or payment of a monetary allowance in lieu thereof, and per diem

allowances as otherwise prescribed for members in a travel status.

**2. AUTHORIZATION.** The attendance of members at meetings shall be authorized only when in the opinion of the approving authority such attendance would be of material benefit to the service concerned. Requests for approval of attendance shall be processed in accordance with the administrative instructions published by the service concerned.

**PART J: TRAVEL EXPENSES NOT PAYABLE BY THE GOVERNMENT****6450 TRAVEL EXPENSES AT  
DUTY STATIONS**

Expenses incurred at duty station incident to travel to and from home and place of duty or to short trips within the immediate vicinity of the duty station are not payable.

**6451 TRAVEL INCIDENTAL TO OTHER  
DUTY**

Expenses incurred during periods of travel which are incidental to other duty (such as traveling aboard a vessel in performance of temporary duty on such vessel) are not payable by the Government.

**6452 TRAVEL FROM LEAVE TO  
OFFICIAL STATION FOR DUTY**

Personnel on leave who depart from their official duty station do so at their own risk, and if ordered to return from leave to their official station for duty they must assume the expense involved in returning.

**6453 TRAVEL UNDER PERMISSIVE  
ORDERS**

An order permitting a member to travel as distinguished from directing a member to travel does not entitle him to expenses of travel.

**6454 TRAVEL UNDER ORDERS BUT  
NOT ON PUBLIC BUSINESS**

Expenses incurred during periods of travel under orders which do not involve public business (such as travel in connection with nonofficial recreational programs) are not payable by the Government.

**6455 RETURN FROM LEAVE TO  
DUTY ABROAD**

Personnel attached to activities beyond continental United States should make definite plans, before they request leave, as to when and how they can return at the expiration of the leave. The Government cannot guarantee return transportation by government conveyance and will not authorize transportation by commercial conveyances at government expense.

**6456 ATTENDANCE AT PUBLIC  
CEREMONIES**

Members of the uniformed services who participate in public ceremonies or demonstrations, and whose expenses are borne by the sponsoring agency, shall not be entitled to travel expenses.

MEMBERS ON DUTY  
WITH OTHER DEPTS.  
OR AGENCIES

***Travel Under Special Circumstances***

**6500**

**PART K: MEMBERS ON DUTY WITH OTHER DEPARTMENTS OR AGENCIES**

**6500 GENERAL**

Unless otherwise provided for or restricted by law, a member on loan to another department or

agency may be authorized the travel, transportation, or station allowances pertaining to such other department or agency or those pertaining to his own department or agency, whichever is greater.

**JOINT TRAVEL REGULATIONS**

**CHAPTER 7: TRAVEL OF DEPENDENTS**

✓ PART A: BASIC ENTITLEMENT..... 7000-7010  
✓ PART B: ENTITLEMENT UNDER VARIOUS TYPES OF ORDERS..... 7050-706

BASIC  
ENTITLEMENT



## CHAPTER 7

**TRAVEL OF DEPENDENTS****PART A: BASIC ENTITLEMENT****7000 GENERAL**

Members of the uniformed services are entitled to transportation of dependents at Government expense upon a permanent change of station (see par. 3003-1) for travel performed from the old station to the new permanent station or between points otherwise authorized in these regulations, except:

1. enlisted members of the pay grades E-4 with less than 7 years service, E-3, E-2, and E-1, unless otherwise specified in these regulations;
2. cadets and midshipmen of the uniformed services;
3. a member assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration;
4. a member separated for the purpose of continuing on active service (e. g., to enlist or reenlist in a uniformed service from a commissioned, warrant, or enlisted rank or grade; to accept a commission or appointment as a warrant officer; to enter one of the service academies as a cadet or a midshipman, etc.);
5. a member separated from the service or relieved from active duty under conditions other than honorable;
6. a member called to active duty for training;
7. a member called to active duty for other than training duty for less than 6 months;
8. a member who fails to receive revocation of permanent change of station orders because he took advantage of a leave of absence and the notice of revocation was received at his old permanent station sufficiently in advance of the time he would have been required to proceed under the original orders;
9. when dependent is a member of the uniformed service on active duty on the effective date of the orders;
10. for any portion of travel performed by a foreign registered vessel or airplane, if American registered vessels or airplanes are available by the usually traveled route;
11. where the dependents departed old permanent station prior to the issuance of orders, and the voucher is not supported by a certificate of the commanding officer, or his designated representative,

of the headquarters issuing the orders that the member was advised prior to the issuance of change of station orders that such orders would be issued;

12. when dependency does not exist on the effective date of the order directing permanent change of station;
13. for dependents receiving any other type of travel allowances from the Government in their own right.

**7001 DEFINITION OF TERMS**

**1. DEPENDENT.** The term "dependent" shall include at all times and in all places the lawful wife and unmarried legitimate children, under twenty-one years of age, of any member of the uniformed services, except as hereinafter limited in this subparagraph. Such term shall include the father or mother of such member, provided he or she is in fact dependent on such member for over half of his or her support and actually resides in the household of said member. It shall also include unmarried legitimate children, over twenty-one years of age, of such member who are incapable of self-support because of being mentally defective or physically incapacitated, and who are in fact dependent on such member for over half of his or her support, provided that the term "children" shall be held to include stepchildren and adopted children when such stepchildren or adopted children are in fact dependent upon such member, provided further that in the case of female members of the uniformed services, the term "dependent" shall include a husband in addition to those persons otherwise defined as dependents in this subparagraph, but only when such husband, or children, as defined above, are in fact dependent upon said female member for over half of his or her support.

**2. FATHER OR MOTHER.** The term "father" or "mother" shall include a stepparent, or parent by adoption, and any person, including a former stepparent, who has stood in loco parentis to the member concerned at any time for a continuous period of not less than five years during the minority of such member, provided that a stepparent-stepchild relationship shall be deemed to be

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**Joint Travel Regulations**

terminated by the stepparent's divorce from the blood parent, and provided further that no member claiming a dependent as defined in this subparagraph may be paid increased allowances on account of such dependent for any period during which such dependent is entitled to receive basic pay for the performance of duty as defined in section 201 (e) of the Career Compensation Act of October 12, 1949 (63 Stat. 802).

## **7002 TRANSPORTATION IN KIND OR REIMBURSEMENT THEREFOR**

### **1. TRANSPORTATION IN KIND**

**a. General.** Transportation in kind may be furnished to dependents of a member, regardless of the number of dependents, upon the permanent change of station of such member, for travel from his old to his new permanent station or between other points otherwise authorized in these regulations, provided that any cost incidental to the furnishing of transportation to dependents which exceeds the cost of transportation authorized to be furnished shall be paid to the United States by the member concerned.

**b. Travel To and From the United States.** Transportation for dependents (other than dependents of members of the Public Health Service and the Coast and Geodetic Survey) for travel to or from the United States, exclusive of travel involving Canada or Mexico, shall not be other than by government vessel, if available, as determined by the uniformed service charged with making such determination; or by government aircraft, if this mode of travel is available and acceptable to the member for his dependents. Dependents of members of the Public Health Service and Coast and Geodetic Survey may travel by government vessel or government aircraft in accordance with regulations governing eligibility of such dependents for such transportation.

**c. When Transportation in Kind Not Considered as Having Been Furnished.** Transportation in kind will not be considered as having been furnished under the following circumstances:

1. when a member who has received transportation requests for dependent travel furnishes evidence from the person designated to the effect that the original transportation requests have been surrendered to him unused;
2. when the transportation request for Pullman or parlor car accommodations only has been

used and the related transportation request for passage is surrendered unused; however, in the computation of the amount payable as monetary allowance in lieu of transportation, deduction will be made for the cost to the Government for sleeping or parlor car accommodations used;

3. for any portion of travel covered by unused tickets for passage, if the member furnishes a certificate from the person designated to the effect that the unused tickets have been surrendered to him for forwarding to the office paying the related carrier's bill;
4. when baggage was checked through to destination on tickets not used for passage; however, in the computation of the amount payable as monetary allowance in lieu of transportation in kind, deduction will be made for the cost to the Government for shipping baggage without passenger; the cost to the Government for shipping the baggage will be computed locally, if tariffs are available, or secured from the local carrier's agent or the office paying the related carrier's bill.

### **2. REIMBURSEMENT THEREFOR**

**a. Air and Sea Travel.** Reimbursement at actual cost may be made to the member for transportation procured for dependents at a member's personal expense for travel via commercial air or water facilities, when authorized, for travel performed outside the United States:

1. when government transportation is not available,
2. when the order directing the travel indicates that such commercial transportation is in the best interests of the Government.

**b. Land Travel.** A member who transports his dependents at his own expense from a location where transportation requests are not available may at his election be reimbursed for the actual cost of the transportation authorized in lieu of the monetary allowances authorized in par. 7003.

## **7003 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION IN KIND**

**1. MONETARY ALLOWANCES.** Except as provided in par. 7002-2b, a member who elects to transport his dependents at his own expense is entitled to a monetary allowance in lieu of transportation at the rates for all travel performed within the United States, regardless of the mode of transporta-

tion utilized, and for land travel performed outside the United States, provided that the maximum reimbursement payable for all dependents shall not exceed 18¢ per mile:

1. 6¢ per mile for each dependent 12 years of age or over, not to exceed two such dependents; and 3¢ per mile for each additional dependent 12 years of age or over;
2. 3¢ per mile for each dependent over 5 years of age but under 12 years of age.

In computing the maximum, dependents furnished transportation in kind, transportation requests, or reimbursement for cost of travel shall be considered as having been paid the appropriate allowance prescribed according to age.

**2. WHEN PAYMENT MADE.** The monetary allowance prescribed in subpar. 1, item 1, is payable after the travel of the dependents has been completed. Advance payment of such allowance is not authorized.

**3. DISTANCE FOR WHICH PAYABLE.** Except where otherwise allowed in these regulations, the monetary allowances prescribed in subpar. 1 are payable for the official distance (shortest usually traveled route) between the following points:

1. old and new permanent stations in United States—from the old to the new station;
2. old permanent station in United States, new permanent station outside United States—
  - from the old permanent station to the port of embarkation in the United States by government transport, when available and whether or not utilized; or
  - from the old permanent station to the point of takeoff by government air transport in the United States, when utilized; or
  - from the old permanent station to the port of embarkation by commercial vessel or point of takeoff by commercial air in the United States when government transport is not available; and
  - in addition to the above, the distance traveled after debarkation outside the United States, including Canada and Mexico;
3. old permanent station outside United States, new permanent station in United States—
  - the distance traveled before embarkation outside the United States, including Canada and Mexico; and
  - from the port of debarkation in the United States by government transport, when available and whether or not utilized, to

the new permanent station; or from the point of debarkation in the United States by government air transport, if utilized, to the new permanent station; or from the port of debarkation in the United States by commercial vessel or air, when government transport not available, to the new permanent station.

## **7004 MILITARY PERSONNEL TRANSFERRED AS PATIENTS TO HOSPITALS**

**1. FROM DUTY STATIONS OR HOSPITALS IN CONTINENTAL UNITED STATES, EXCLUSIVE OF ALASKA.** Subject to subpar. 4 when a member is transferred from either a temporary or permanent duty station to a hospital or from a hospital where listed as a patient to another hospital for observation and treatment, transportation for his dependents is authorized, as for a permanent change of station, from the last permanent duty station to the city or town in which the hospital is located.

**2. FROM OUTSIDE UNITED STATES AND ALASKA.** A member on active duty outside the United States who is transferred as a patient to a hospital in the United States for further observation and treatment may have his dependents moved from the overseas station to the city or town in which the hospital is located. At the option of the member concerned, transportation may be issued for his dependents to another point within the United States upon payment, if any, of the excess cost over that from the port of entry to the city or town in which the hospital is located. In connection with overland travel from Canada or Mexico, a member will bear the cost of transportation of his dependents from the original point of travel to the point designated which is in excess of the cost to the Government from the same point of origin to the city or town in which the hospital is located.

**3. WHEN DEPENDENTS DO NOT MOVE OVERSEAS.** Subject to subpar. 4 and par. 7008, in the case of a member whose dependents did not join him overseas, transportation is authorized for his dependents from the place within the United States selected in lieu of the overseas destination to the city or town in which the hospital is located.

**4. CERTIFICATE REQUIRED.** When a member is hospitalized and a certificate is executed

by the commanding officer of the hospital setting forth the finding that the period of treatment can be expected to be prolonged, dependents of the member may be transported at government expense as prescribed in subpars. 1, 2, and 3, except that a certificate will not be required when the member is moved from overseas, Canada, Alaska, or Mexico. Such certificate will be furnished in addition to other supporting papers with the application for transportation of dependents.

**5. WHEN MILITARY PERSONNEL DISCHARGED AS PATIENTS FROM HOSPITALS AND RESTORED TO DUTY OR ORDERED HOME FOR SEPARATION**

**a. Restored to Duty.** Transportation of dependents is authorized from the city or town in which the hospital is located, or the designated place in lieu thereof (see subpar. 2), to any subsequently assigned permanent duty station, provided that when dependents are transferred from the designated place to the permanent duty station, the individual concerned will bear any cost in excess of that from the city or town in which the hospital is located to such permanent duty station.

**b. Separated From Active Duty.** Dependents may be transported from the city or town in which the hospital is located, or from the designated place in lieu thereof (see subpar. 2), to the home of record, provided that when dependents are transported from the designated place to the home, the member concerned will bear any transportation cost in excess of that which would have been allowed at government expense had the dependents been transported from the city or town in which the hospital is located to such home. The transportation to home as authorized in this subparagraph is limited to the dependents of members entitled thereto under par. 7000.

**7005 MOVEMENT OF DEPENDENTS UPON TRANSFER OR ASSIGNMENT OF MEMBER TO RESTRICTED AREA**

When a member is transferred or assigned under permanent change of station orders to a place where his dependents are not permitted, for military reasons, to accompany him, he is entitled to transportation of dependents at government expense from the place at which the dependents are located on the date he received such orders to any place in the United States which he may designate, not to exceed the distance from the last point to which they were transported at government expense to the place so

designated, or if the member is serving overseas and his dependents are located overseas, to any designated place inside or outside continental United States, as determined by the Secretary concerned. When the restriction is removed or when the member is transferred to a duty station to which movement of dependents is authorized, he is entitled to transportation of dependents at government expense from the aforementioned designated place to his duty station.

**7006 MOVEMENT OF DEPENDENTS INCIDENT TO EVACUATION**

A member (regardless of rank or grade) who is on duty at a station designated by the Secretary of the respective service as being within a zone from which dependents should be evacuated for military reasons is entitled to transportation of dependents at government expense as follows:

1. from the duty station or from the place where his dependents are located, if in the area to be evacuated, to any unrestricted place in the United States which the member may designate, or, if determined by the Secretary concerned, to any designated place outside continental United States (if the member is serving overseas and the area to be evacuated is outside continental United States);
2. from the designated place (item 1) to the member's duty station, upon determination by the Secretary concerned that the area in which the member is serving is removed from the category of that from which dependents were required to be evacuated, or upon the member's transfer to a place to which movement of dependents is permitted; however, the travel authorized in this particular item does not include travel of dependents of members of pay grades E-4 with less than seven years service, E-3, E-2, and E-1.

**7007 ASSIGNED TO INDETERMINATE TEMPORARY DUTY**

**1. GENERAL.** When a member is assigned to temporary duty away from his permanent station under orders which do not provide for return to his permanent station, or which do not specify or imply any limit to the period of absence from the permanent station, transportation of dependents at government expense is authorized as set forth in this paragraph.

**2. PERMANENT AND TEMPORARY DUTY STATIONS WITHIN UNITED**

**STATES.** Where the period of temporary duty is contemplated to be for a duration of 20 weeks or more and the orders do not provide for return to the permanent station, transportation of dependents at government expense is authorized for travel performed by the dependents to the temporary duty station, not to exceed entitlement for travel from the permanent to the temporary station.

**3. PERMANENT AND TEMPORARY DUTY STATIONS OUTSIDE UNITED STATES.** Where the permanent and temporary duty stations are outside the United States the provisions of subpar. 2 are applicable.

**4. PERMANENT STATION IN UNITED STATES, TEMPORARY DUTY STATION OUTSIDE UNITED STATES.** Where the permanent station is in the United States and the temporary duty station is outside the United States transportation of dependents at government expense to the temporary duty station may only be authorized upon approval of the Secretary concerned, and when authorized may not exceed the entitlement set forth in par. 7008-2a.

**5. PERMANENT STATION OUTSIDE THE UNITED STATES, TEMPORARY DUTY STATION WITHIN THE UNITED STATES.** Where the permanent station is outside the United States and the temporary duty station is within the United States, transportation of dependents at government expense to the temporary duty station may only be authorized upon approval of the Secretary concerned, and when authorized entitlement may not exceed that from the permanent station to the temporary duty station.

**6. RETURN OF MEMBERS TO PERMANENT STATION.** Where a member returns to his permanent station under subsequent permanent change of station orders after his dependents have been moved at government expense to the temporary duty station, he is entitled to transportation of dependents at government expense from the temporary duty station to the permanent station.

**7. PERMANENT CHANGE OF STATION ORDERS RECEIVED AT TEMPORARY DUTY STATION.** When dependents are moved at government expense to the temporary duty station and the member receives permanent change of station orders at the temporary duty station, entitlement to transportation of dependents at government expense for travel performed to the new permanent station shall not exceed entitlement from the temporary duty station to the new permanent station.

## **7008 TRAVEL BEYOND THE CONTINENTAL LIMITS OF THE UNITED STATES**

**1. GENERAL.** Upon the permanent change of station of a member from a station within continental United States to a station outside continental United States or in Alaska, the member shall be entitled to transportation of his dependents at government expense as set forth in this paragraph.

### **2. DEPENDENTS AUTHORIZED TO TRAVEL AT THE SAME TIME THE MEMBER TRAVELS**

**a. Travel Performed at Same Time.** Where the dependents are authorized to and do travel at the same time the member travels to the overseas permanent station, whether they travel together or separately, the member shall be entitled to transportation of the dependents at government expense from the point where the dependents are located upon receipt of change of station orders to the appropriate port of embarkation, not to exceed the cost from the old permanent station to the port and from the port to the overseas permanent station. However, if the dependents choose to return to the old permanent station prior to complying with the order and subsequently perform the travel to the new station, the member is entitled to transportation of dependents at government expense from the old permanent station to the appropriate port of embarkation and from the port to the overseas permanent station.

**b. Travel Not Performed at Same Time.** Where the dependents are authorized to travel at the same time the member travels to his new permanent station, but the member does not elect to move his dependents at such time, the dependents may be moved at government expense to the overseas station at a later date, upon approval of the overseas commander or other competent authority. Transportation of dependents at government expense under the provisions of this subparagraph is subject to the restrictions on entitlement set forth in subpar. a.

**3. DEPENDENTS NOT AUTHORIZED TO TRAVEL AT THE SAME TIME THE MEMBER TRAVELS.** When the dependents are not authorized to travel to the member's new permanent station at the time the member departs from his old duty station, transportation of dependents at government expense is authorized from the place the dependents are located upon receipt of the change of station orders to any place in the United States the member may designate, not to exceed the cost from

the old permanent station to such designated place, and later from such designated place to the member's overseas station, via the appropriate port of embarkation.

**4. WHEN DEPENDENTS DID NOT MOVE OVERSEAS PRIOR TO REASSIGNMENT OF MEMBER TO NEW PERMANENT STATION IN UNITED STATES.** Where dependents did not move to the member's overseas permanent station prior to his assignment to a new permanent station in the United States, the member is entitled to transportation of dependents at government expense from the place where the dependents are located at the time of receipt of orders reassigning the member to the new permanent station in the United States to the member's new permanent duty station in the United States, not to exceed the cost from the member's last duty station in the United States, prior to going overseas, to the new permanent station in the United States, except as provided in par. 7055; or, for cases coming under subpar. 3, not to exceed the cost from the designated place to which the dependents moved at the time of assignment to the overseas station to the new permanent station in the United States.

**7009 TRANSPORTATION FROM STATIONS OUTSIDE CONTINENTAL UNITED STATES OR IN ALASKA UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES**

Commanding officers with the approval of the theater commander or other competent authority may, in the best interest of the Government and under unusual or emergency conditions, authorize the transportation at government expense of dependents of members (without regard to rank or

grade) on duty at stations outside of the United States or in Alaska prior or subsequent to the issuance of orders for the relief of such members from their stations or subsequent to the discharge or release of such members from active service. Such transportation as may be authorized shall be from the stations outside the United States or in Alaska to such locations as may be designated by such members, but transportation at government expense shall not be furnished for travel within the United States for dependents of enlisted personnel of pay grades E-4 with less than 7 years service, E-3, E-2, and E-1. Dependents who were transported to overseas areas at government expense may not be returned to the United States under this authority except when the emergency or unusual conditions in the particular case require such travel or the personnel upon whom they are dependent are being or have been returned to the United States for discharge, relief, or release from active duty.

**7010 TRANSPORTATION OF DEPENDENTS OF MEMBERS REPORTED MISSING, INJURED, DEAD, INTERNED, OR CAPTURED**

The dependents of the following may be moved at government expense to any place they may designate and later (when applicable) from such place to any of the member's subsequent duty stations:

1. members who die while on active duty,
2. members who are officially reported as missing as the result of military or naval operations,
3. members who are injured when considered by the members' commanding officers as being in the best interest of the Government.
4. members interned in a neutral country,
5. members captured by the enemy.

ENTITLEMENT  
UNDER VARIOUS  
TYPES OF ORDERS



## **PART B: ENTITLEMENT UNDER VARIOUS TYPES OF ORDERS**

### **7050 CHANGE OF ORDERS PRIOR TO EFFECTIVE DATE**

When orders directing a permanent change of station are changed prior to the effective date of the orders and a new permanent station is designated, transportation of dependents at government expense is authorized, not to exceed the entitlement from the old permanent station to the ultimate new station.

### **7051 CHANGE OF ORDERS AFTER EFFECTIVE DATE**

When under permanent change of station orders, the dependents are traveling over the direct route between the old and new stations and change of station orders are received en route on or after the effective date of the orders, transportation of dependents at government expense is authorized from the point where the modified orders were received to the ultimate new station, in addition to that from the old permanent station to the point where the modified orders were received.

### **7052 CHANGE OF STATION WHILE ON LEAVE OR TEMPORARY DUTY**

When a member receives permanent change of station orders while on leave or on temporary duty, he is entitled to transportation of dependents at government expense for travel actually performed not to exceed entitlement from his old to his new permanent station.

### **7053 CALL TO ACTIVE DUTY—TEMPORARY DUTY STATION FIRST ASSIGNMENT**

When a member called to active duty is first assigned to a temporary duty station and is subsequently ordered to make a permanent change of station, he is entitled to transportation of his dependents at government expense for travel performed to the permanent station, provided that entitlement will not exceed that from his home to the permanent station.

### **7054 DUTY STATION ERRONEOUSLY DESIGNATED AS HOME**

Where an officer, (1) upon being commissioned from an enlisted grade, (2) upon being commis-

sioned in the regular establishment while on active duty as a member of the reserves, or (3) upon accepting a new commission in the reserves without a break in service, designated as his home the place where he was then serving rather than the place of his home of record, he is entitled, upon relief from active duty, to transportation of dependents at government expense to his home of record, provided he certifies that he erroneously designated his duty station, or a nearby place, but that his home in fact was at the place stated in the certificate, and provided the place so stated agrees with his residence of record in the department concerned upon enlistment or upon entry on active duty for the period of service during which he obtained such commission.

### **7055 TRANSPORTATION OF DEPENDENTS NOT RESTRICTED TO TRANSPORTATION TO THE NEXT PERMANENT STATION**

If a member, upon receipt of permanent change of station orders, retains his dependents at the place that they were located when such orders were received, and he receives assignment to some subsequent permanent station, he shall be entitled (upon assignment to such subsequent permanent station) to transportation for his dependents at government expense not in excess of the distance from the station from which he traveled when his dependents were so retained to such subsequent permanent station, irrespective of any interim permanent changes of station upon which he did not exercise his rights to dependents transportation.

### **7056 DEPENDENTS TEMPORARILY ABSENT FROM OLD PERMANENT STATION AT TIME OF RECEIPT OF PERMANENT CHANGE OF STATION ORDERS**

When dependents are temporarily absent from old permanent station at time member receives permanent change of station orders, the member is entitled to the movement of his dependents from the old station to the new station, provided the dependents return to the old station and perform the travel from the old station to the new station.



7057

**Joint Travel Regulations**

**7057 TRAVEL FROM OLD PERMANENT STATION TO OTHER THAN NEW PERMANENT STATION**

A member in receipt of permanent change of station orders is entitled to transportation of dependents at government expense from the old permanent station to other than the new permanent station not to exceed the entitlement from the old to the new station.

**7058 TRAVEL FROM OTHER THAN OLD PERMANENT STATION TO NEW PERMANENT STATION**

Transportation of dependents at government expense is authorized for travel performed from other than the old permanent station to the new permanent station not to exceed the entitlement from the old to the new station.

**7059 TRAVEL FROM OTHER THAN OLD PERMANENT STATION TO OTHER THAN NEW PERMANENT STATION**

The Secretary concerned, or his designated representative, may authorize transportation of dependents at government expense from a location other than the old permanent station to a location other than the new permanent station, provided that entitlement will not exceed that from the old permanent station to the new permanent station.

**7060 DATE OF MARRIAGE**

**1. GENERAL.** The determining factor with respect to entitlement to transportation of dependents at government expense when the date of marriage is for consideration is whether the date of

**Authorized**

From old shore station to home yard or home port of vessel.

From a place other than old shore station to either home yard or home port of vessel.

From old shore station to a place other than the home yard or home port of vessel.

marriage was prior or subsequent to the effective date of an order directing a permanent change of station. If the marriage date was prior to the effective date of an order directing permanent change of station, transportation of dependents at government expense is authorized.

**2. DEPENDENT ACQUIRED WHILE ON LEAVE BEFORE EFFECTIVE DATE OF ORDER.** A member under orders to make a permanent change of station who was granted leave from his old station and was married before the effective date of the orders directing the permanent change of station is entitled to transportation of his dependents at government expense from the place of marriage to the new station, the entitlement not to exceed that from the old to the new station.

**3. DETACHED FROM OVERSEAS STATION AND MARRIED BEFORE ASSIGNMENT TO NEW PERMANENT STATION.** A member detached from an overseas permanent station and not assigned a new permanent station, such station being assigned upon his arrival at a temporary duty station in the United States for processing and disposition, and who married prior to the expiration of leave granted after arrival at the temporary duty station and prior to the effective date of orders directing a new permanent station is entitled to transportation of his dependents at government expense from the place of marriage to the new station not to exceed that from the temporary duty station to the new permanent station.

**7061 TRANSFER FROM SHORE STATION TO VESSEL**

Transportation of dependents at government expense is authorized as set forth below, subject to the restrictions indicated.

**Restrictions**

Not to exceed entitlement from old shore station to either home yard or home port of vessel, as selected by member.

Not to exceed entitlement from old shore station to either home yard or home port of the vessel, as selected by member.

Not to exceed entitlement from old shore station to either the home yard or home port of the vessel, whichever is greater.

**7062 TRANSFER FROM VESSEL TO SHORE STATION**

Transportation of dependents at government expense is authorized as set forth below, subject to the restrictions indicated.

Authorized	Restrictions
From either the home yard or the home port of vessel to the shore station.	None.
From a place other than the home yard or home port of vessel to shore station.	Not to exceed the entitlement from either the home yard of the vessel to the shore station or from the home port of the vessel to the shore station, whichever is greater.
From the home yard or home port of the vessel to a place other than the shore station.	Not to exceed the entitlement from the home yard or home port of the vessel at which the dependents are located to the shore station.

**7063 TRANSPORTATION BETWEEN VESSELS**

Transportation of dependents at government expense is authorized as set forth below, subject to the restrictions indicated.

Authorized	Restrictions
From old home yard or old home port of the vessel at which the dependents are located to the new home yard or new home port of the vessel as selected by the member.	None.
Travel from a place other than old home yard or home port of the vessel to the new home yard or home port of the vessel.	Not to exceed the entitlement either from the old home yard to the new home yard of the vessel, or from the old home port to the new home port of the vessel whichever is greater.
From the old home yard or home port of the vessel to a place other than the new home yard or home port of the vessel.	Not to exceed the entitlement either from the old home yard to the new home yard of the vessel, or from the old home port to the new home port of the vessel, whichever is greater.

**7064 CHANGE OF HOME YARD**

Transportation of dependents at government expense is authorized as set forth below, subject to the restrictions indicated.

Authorized	Restrictions
From old home yard to the new home yard of the vessel.	None.
From a place other than the old home yard of the vessel to the new home yard of the vessel.	Not to exceed the entitlement from the old home yard to the new home yard of the vessel.
From the old home yard of the vessel to a place other than the new home yard of the vessel.	Not to exceed the entitlement from the old home yard to the new home yard of the vessel.

**7065**

**Joint Travel Regulations**

**7065 CHANGE OF HOME PORT**

**1. GENERAL.** The provisions of par. 7064 are applicable if the words "home port" are substituted for the words "home yard" in that paragraph.

**2. ORIGINAL ASSIGNMENT OF HOME PORT.** When no separate home port is assigned, the home yard of the vessel is also the home port. When a separate home port is subsequently assigned, it constitutes a change of home port from the home yard to the newly assigned home port.

**7066 MOBILE UNIT WITH ASSIGNED HOME YARD AND/OR HOME PORT**

A mobile unit with an assigned home yard and/or home port has the same status as a vessel with an assigned home yard and/or home port with regard to entitlement of transportation of dependents at government expense.

**JOINT TRAVEL REGULATIONS**

**CHAPTER 8: TRANSPORTATION OF HOUSEHOLD GOODS**

✓ PART A: DEFINITIONS AND ALLOWANCES..... 8000-8014

✓ PART B: SHIPPING PROCEDURES..... 8050-8054

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DEFINITIONS  
AND  
ALLOWANCES

## TRANSPORTATION OF HOUSEHOLD GOODS

### PART A: DEFINITIONS AND ALLOWANCES

#### 8000 DEFINITIONS

1. **GENERAL.** The definitions in this paragraph apply to terms used in this chapter unless otherwise indicated.

2. **HOUSEHOLD GOODS.** The term "household goods" includes household goods, clothing, baggage, all other personal effects of a similar character, and professional books, papers, and equipment under the conditions described in par. 8002, except the following:

1. personal baggage when carried free on tickets;
2. automobiles;
3. other motor vehicles;
4. trailers, with or without other property;
5. boats;
6. wines and/or liquors;
7. animals not necessary in the performance of official duties;
8. birds;
9. groceries and provisions other than those for consumption by the member and his immediate family;
10. articles acquired after the effective date of change of station orders, except that household goods include otherwise proper articles purchased in the United States, when shipped overseas after approval by the service of which the owner is a member;
11. articles intended directly or indirectly for persons other than the member and his immediate family, or articles for sale. (For overseas shipment of automobiles or other motor vehicles see appropriate regulations.)

3. **PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT.** The term "professional books, papers, and equipment" includes professional books and papers, professional instruments (not office equipment), and professional equipment of chaplains, including but not restricted to communion sets, stereopticons and slides, folding organs, motion picture projectors and films, and printing outfits. All items must be required by the member for reference or other purposes in the performance of official duties.

4. **DUTY STATIONS.** The following are con-

sidered duty stations for the purposes of these regulations:

1. the home of a member at the time of:
  - appointment to the regular service from civilian life or from a reserve component;
  - being called to active duty other than training duty for a period of not less than six months as a member of a reserve component;
  - being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
  - enlistment or induction into the service (regular or during emergency);
2. the place to which a member is actually assigned for duty, including a place from which he commutes daily to his assigned station or, for members on sea duty, the home yard or home port of the vessel or mobile unit to which the member is assigned;
3. the place where a vessel is being built or being fitted out will be considered as the home yard or the home port of the vessel until the date of commissioning, at which time the home port or home yard assigned to such vessel will be the new station;
4. the home of a member upon:
  - retirement;
  - transfer to a reserve component, the Fleet Reserve, or the Fleet Marine Corps Reserve;
  - release from active duty;
  - discharge, resignation, or separation, all under honorable conditions;
  - temporary disability retirement.

#### 5. HOME

a. **Home of Record.** Except as provided in subpar. b, the term "home of record" is the place currently recorded as the home of the member or the place at which the member is located, when commissioned, reinstated, appointed, reappointed, enlisted, inducted or ordered to the relevant tour of active duty. Shipping rights may be based on the officially corrected recording in those instances where,

through a bona fide error, the place originally named at time of current entry into the service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the service and not a different place selected for his convenience. For members of those services who have not heretofore established a home upon current entry into the service, the Secretary of the department concerned may permit such members to name that home based on such evidence as he may consider acceptable.

**b. Retirement or Transfer To Reserve Component.** In connection with retirement (other than temporary disability), transfer to the Fleet Reserve, or transfer to the Fleet Marine Corps Reserve of members of the regular service subject to these regulations, the term "home" means a place which the member, within the time limit (see par. 1150-3), selects as his home for the purpose of receiving mileage or an allowance for transportation, as the case may be, for his travel.

**6. UNITED STATES.** The United States is the area included within the boundaries of the forty-eight States and the District of Columbia.

**7. PERMANENT CHANGE OF STATION.** Permanent change of station is the assignment, detail, or transfer of a member or unit to a different duty station (even though within the same city, town, or metropolitan area) under competent orders which neither specify the duty as temporary, nor provide for further assignment to a new station, or direct return to the old duty station. It includes a change in the home yard or home port of a vessel or mobile unit. It also includes the change from home to the first permanent duty station upon:

1. appointment or reappointment (including reinstatement) to the regular service from civil life or from a reserve component;
2. being called to active duty other than training duty for six months or more as a member of a reserve component;
3. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve; or from retirement including temporary disability retirement;
4. enlistment or induction into the service (regular or during emergency).

It further includes the change from the last permanent duty station to home upon:

1. discharge, resignation, or separation, from the service under honorable conditions;

2. release from active duty to which ordered for six months or more;
3. transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
4. retirement;
5. temporary disability retirement.

**8. PLACE OF STORAGE.** The term "storage" refers to the place where household goods are stored, whether in a storage warehouse or residence or at any point other than the duty station.

**9. SERVICES.** The "services" are the Air Force, Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public Health Service.

**10. RESERVE COMPONENTS.** Reserve components are the National Guard of the United States (Air or Army), Organized Reserve Corps, Regular Army Reserve, Air Force Reserve, Naval Reserve, Marine Corps Reserve, Coast Guard Reserve, Reserve Corps of the Public Health Service, and persons otherwise appointed, inducted, or enlisted without specification as to any component thereof pursuant to any provision of law in the service of the United States.

**11. SHIPMENT OF HOUSEHOLD GOODS.** Shipment of household goods consists of transportation, including packing, crating, drayage (at point of shipment and at destination), temporary storage, uncrating and unpacking, at government expense, unless otherwise stated.

## **8001 WEIGHT ALLOWANCES AUTHORIZED**

**1. WITH ORDINARY PACKING AND CRATING METHODS.** Household goods of Air Force, Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public Health Service personnel, not in excess of the weight limits in pounds herein prescribed, may be shipped at government expense in accordance with the provisions of these regulations. The weight allowances set forth are exclusive of baggage that is transported free of charge on a commercial ticket. The allowances set forth are intended to represent the actual net weights of household goods authorized to be shipped at government expense. When any portion of the movement is made by water the allowance is increased 40 per cent to cover the weight of materials used in packing for water shipment. When shipment is made by rail, or motor freight (general freight haulers, as distinguished from specialized household goods motor carriers), or com-

bination thereof, the allowance is increased 25 per cent to cover the weight of materials used in packing and crating for freight shipment. When shipment is forwarded by commercial van, such allowance is increased 5 per cent to cover the weight of materials used in packing and crating for van shipment. If the actual weight of a van shipment is unobtainable, weight of shipment will be determined by cubic measurement on the basis of 7 pounds per cubic foot. Whenever shipment is by mixed method, such as a portion by freight and a portion by van, the total net unpacked weights will be compared with the net weight allowance to determine the amount of excess weight, if any. On any occasion when it is necessary to ascertain the net unpacked weight of household goods already packed,  $\frac{2}{7} \frac{(40\%)}{(140\%)}$  will be subtracted from gross weight of such household goods when shipped by means involving water movement, or  $\frac{1}{5} \frac{(25\%)}{(125\%)}$  from gross weight of such household goods shipped by rail or motor freight, or  $\frac{1}{21} \frac{(5\%)}{(105\%)}$  from gross weight of such household goods shipped by van. Where shipments involve weights in excess of the prescribed allowance and/or contain unauthorized articles, the transportation charges on such excess weights and/or unauthorized articles will be borne by the owner. When the prescribed weight allow-

ance has been exhausted by previous shipments any subsequent shipments on the same orders will be arranged at the expense of the owner and will be made under commercial bills of lading.

**2. WITH ESPECIALLY DESIGNED CONTAINERS, NORMALLY FOR REPEATED USE.** Whenever the Service concerned prescribes or approves packing of household goods in especially designed containers such as collapsible containers, household goods shipping boxes, lift vans, or transporters, the empty weight will be stenciled on one end and one side of such container. Because of the drying-out process, the container will be reweighed prior to each subsequent loading or packing, and the stenciled weight will be corrected when necessary. In no case will a loaded container be unpacked to correct the net weight. In lieu of the percentage allowance of weight for packing and crating materials prescribed in subpar. 1, the actual tare weight stenciled on the container will be used to compute the weight shipped for the owner. To allow for weight of packaging materials within such container, the difference between the gross weight of the container when packed or loaded and the stenciled weight of the empty container will be reduced by 15 per cent. The remaining weight will be charged against the owner's prescribed weight allowance. The gross and tare weights of each especially designed container shipped will be annotated on the bill of lading or other shipping document involved.

**TABLE OF WEIGHT ALLOWANCES (POUNDS)**

SERVICE AND GRADE <sup>1</sup>				
Army, Air Force, and Marine Corps	Navy, Coast Guard, and Coast and Geodetic Survey	Public Health Service	Temporary change of station weight allowance	Permanent change of station weight allowance
General and General of the Army...	Admiral.....	.....	<sup>2</sup> 2,000	24,000
Lieutenant general.....	Vice admiral.....	.....	1,500	18,000
Major general.....	Rear admiral (upper half).....	Surgeon general, deputy surgeon general, and assistant surgeon general (major general grade).	1,000	14,500
Brigadier general.....	Rear admiral (lower half) and Commodore.	Assistant surgeon general (brigadier general grade).	1,000	12,000
Colonel.....	Captain.....	Director.....	800	11,000
Lieutenant colonel.....	Commander.....	Senior grade.....	800	10,000
Major and warrant officer (W-4 pay grade).	Lieutenant commander and warrant officer (W-4 pay grade).	Full grade.....	800	9,500
Captain and warrant officer (W-3 pay grade).	Lieutenant and warrant officer (W-3 pay grade).	Senior assistant.....	600	8,500
First lieutenant, contract surgeon, warrant officer (W-2 pay grade).	Lieutenant (junior grade) and warrant officer (W-2 pay grade).	Assistant.....	600	7,500



## Joint Travel Regulations

### SERVICE AND GRADE<sup>1</sup>

Army, Air Force, and Marine Corps	Navy, Coast Guard, and Coast and Geodetic Survey	Public Health Service	Temporary change of station weight allowance	Permanent change of station weight allowance
Second lieutenant, officer graduate of USMA, and warrant officer (W-1 pay grade).	Ensign, officer graduate of USNA, officer graduate of the Coast Guard Academy, and warrant officer (W-1 pay grade).	Junior assistant.....	600	7,000
Enlisted personnel (E-7, E-6 and E-5 pay grades, and E-4 with 7 or more years service).	Enlisted personnel (E-7, E-6 and E-5 pay grades, and E-4 with 7 or more years service).	.....	400	4,500
Enlisted personnel (E-4 pay grade with less than 7 years service).	Enlisted personnel (E-4 pay grade with less than 7 years service).	.....	400	3,000
Aviation cadet .....	Aviation cadet.....	.....	400	400

<sup>1</sup> Members of reserve components of the services concerned, and officers holding temporary commissions in the Army and Air Force of the United States are entitled to weight allowances for corresponding relative grades listed. The weight allowance of an individual is based upon his grade or rating at the time of his detachment from the last duty station.

<sup>2</sup> Exception to this limitation may be authorized by the respective Secretaries for the Chiefs of Staff, U. S. Air Force and Army, and Chief of Naval Operations in such additional amounts, not exceeding 2,000 pounds, as they may consider appropriate.

### 8002 PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT

When certified by the member as necessary in the performance of his official duties, shipment of professional books, papers, and equipment under these regulations shall be in the same manner and under the same conditions as other household goods except that the weight thereof shall be without charge against the prescribed weight allowance. As used in these regulations, authorizations and limitations pertaining to household goods within prescribed weight allowances shall be considered as applying to professional books, papers, and equipment under the same conditions but without limitation as to the weight of such books, papers, and equipment unless otherwise specified. Such books, papers, and equipment will be packed separately and the containers will be marked "Professional books, papers, and equipment". The weight of such containers will be shown separately on the bills of lading or other shipping documents.

### 8003 SHIPMENT OF HOUSEHOLD GOODS FOR PERSONNEL NOT HAVING A PRESCRIBED WEIGHT ALLOWANCE

Persons for whom no weight allowance has been prescribed in par. 8001, including service academy cadets and midshipmen, will make every reasonable effort to check personal baggage in baggage service on their personal transportation tick-

ets. If, despite such efforts, it is impracticable for personal baggage checked in baggage service to accompany the individual, such baggage not to exceed 200 pounds may be shipped at government expense by means ordinarily used for such shipments. If necessary in a particular case, shipment may be made at government expense by railway express rather than by ordinary means if specifically authorized or approved in writing by the commanding officer of the installation from which the individual departs, or by a member of his immediate staff authorized to issue orders. Reference to such authorization, including its date, will be indicated under "Authority for shipment" on bills of lading (and other procurement documents for services rendered) issued for shipments under these provisions.

### 8004 PACKING, CRATING, UNPACKING, AND UNCRATING

**1. AT GOVERNMENT EXPENSE.** Upon temporary or permanent change of station, the prescribed change of station weight allowance of household goods will be packed, crated, unpacked, and uncrated at government expense. Where any existing facilities of the services subject to these regulations are available and adequate for such packing, crating, unpacking, and uncrating, those facilities may be used reciprocally by any such services. The requiring service will submit written application to the commanding officer of the installation at which the facilities are located.

## **Transportation of Household Goods**

8005

### **2. BILLS TO BE RENDERED**

**a. General.** When such functions are performed by a service other than the requiring service, the service performing the work will bill the requiring service for the actual cost of materials and all labor and service incident thereto. In computing such cost, overhead charge will not be included. Such bill should be rendered within ten days after completion of the work and will be paid promptly by the requiring service. The requiring service will be responsible for the computation and collection of excess costs, if any, from the owner.

**b. Professional Books, Papers, and Equipment.** The cost of packing, crating, unpacking, and uncrating professional books, papers, and equipment, will be computed separately from the cost of such functions in connection with household goods. When such cost is billed between services, it will appear as a separate item on the bill.

**3. RECORD OF COST TO BE KEPT.** A careful record of all property packed, either with government labor or by commercial firms, with all costs pertaining thereto, will be kept by the installation at which performed, in accordance with directives of the services concerned. When the packing is performed by use of government owned materials and/or government labor, the record will be complete as to the period of labor, the quantities of all materials used, and the itemized value thereof.

**4. PROPERTY PACKED BY OWNER.** The Government will assume no risk for damage to property attributed to faulty packing or crating when packed or crated by the owner or his agents and accepted by carriers for transportation.

**5. METHOD OF PACKING.** Packing and crating of all household goods will be performed or contracted for by the services in accordance with their respective current directives.

**6. EXCESS COSTS.** The cost of packing, crating, unpacking, and uncrating any unauthorized articles or weight in excess of prescribed weight allowance will be borne by the owner. (See also pars. 8100 and 8101.)

### **8005 DRAYAGE OR HAULING**

**1. AUTHORIZATION.** Necessary drayage or hauling of household goods within prescribed weight allowances is authorized at government expense in connection with temporary or permanent change of station. Such drayage or hauling includes handling into or out of quarters and, if necessary, the employment of special rigging and equipment in

connection with heavy or delicate articles. It also includes but is not limited to the following (either singly or in combination) at:

1. point of origin, such as—

from quarters to packing and crating facility and/or to storage;

from packing and crating facility to quarters, when a portion of the property, after being packed and crated, is to be joined with the remainder of the property;

from packing and crating facility to place of storage;

to carrier's station, from quarters, packing and crating facility, and/or place of storage;

2. en route or in transit, when the cost is not absorbed by carrier concerned, such as—

from incoming carrier's station to place of storage;

from place of storage to outgoing carrier's station;

from incoming carrier's station direct to outgoing carrier's station;

3. destination, such as—

from carrier's station to quarters and/or place of storage;

from place of storage to quarters;

4. intracity—from one area to another area within the same city, town, or metropolitan area, when in connection with a permanent change of station or upon death of the owner.

**2. HOW PROCURED.** Unless carriers' free pickup and delivery service includes handling into or out of quarters, packing and crating facility, and/or place of storage, such carriers' free service will not be utilized. When carrier's free pickup or delivery is not used, such drayage or hauling will be performed by government owned vehicles of the respective services, whenever available. When such government vehicles are not available, commercial vehicles may be used.

**3. BILLS OF LADING TO BE ANNOTATED.** Where drayage service for household goods is not furnished by the carrier, bills of lading issued in connection with rail shipments will be annotated to show that pickup service at point of origin or delivery at destination (as the case may be) was by the Government or its agent.

**4. EXCESS COSTS.** The cost of draying or hauling unauthorized articles or any weight in excess of prescribed weight allowances will be borne by the owner. (See also pars. 8100 and 8101.)

8006

## Joint Travel Regulations

### 8006 STORAGE

#### 1. TEMPORARY STORAGE

**a. When Authorized.** Whenever necessary in connection with a permanent change of station, because of conditions beyond control of the member (including but not limited to directed surrender of quarters, arrival of shipment at destination before arrival of member, or nonavailability of housing at destination), temporary storage of household goods within prescribed weight allowances is authorized at government expense. Storage of automobiles, arms, ammunition, or inflammable articles is not authorized. Such storage includes all necessary in and out handling charges. Government facilities of the service concerned will be used for such storage in all cases when available and more advantageous to the government. In case such government facilities are not available or, in the judgment of the shipping officer such usage is not more advantageous to the Government, commercial facilities may be used. Owners will not request temporary storage in contemplation of subsequent storage under provisions of subpar. 2. Temporary storage under the provisions of this subparagraph, whether commercial or government facility storage, will not exceed a total of six months in connection with one permanent change of station or upon decrease and must accrue during any one or combination of the following periods:

1. after pickup of property at quarters and before dispatch of shipment from carrier's station at point of origin;
2. while shipment is in transit or en route, and storage is not furnished free of charge by carrier concerned;
3. after arrival of shipment at carrier's destination station and before delivery of shipment into quarters.

**b. Excess Costs.** Storage costs on weight in excess of prescribed allowances or for time in excess of six months will be borne by the owner. (See pars. 8100 and 8101.)

**c. Notation on Payment Voucher.** Vouchers covering payment of commercial storage at government expense will be supported by a certificate of properly designated authority that the storage is necessary.

#### 2. NONTEMPORARY STORAGE

**a. Household Goods.** Members for whom a weight allowance has been prescribed may apply for storage of their household goods at an installation of the service concerned (see also pars. 8007-5 and

-6 and 8009-4b and -4g). Storage of automobiles, arms, ammunition, or inflammable articles is not authorized. The granting of a request will depend upon whether facilities are available and any storage furnished will be subject to the time limit prescribed in subpar. b. Members will not request temporary storage mentioned in subpar. 1a in contemplation of subsequent storage under these provisions. Applications for storage will contain member's agreement that whenever household goods are not withdrawn within the prescribed time limit or promptly upon request of the commanding officer of the storage facility concerned, such household goods will be placed in commercial storage at the expense and in the name of the member. Applications for storage will be made only:

1. upon retirement including temporary disability retirement or transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
2. upon being detached under orders from a permanent duty station—
  - and ordered to temporary duty;
  - and ordered to temporary duty pending further assignment;
  - for further assignment to sea duty;
  - for further assignment to duty outside the United States, as a permanent change of station;
  - to await further orders or detail;
  - to proceed to the United States;
3. upon assignment as student to pursue a course of study of 20 weeks or more duration;
4. upon being ordered direct to sea duty or direct to duty outside the United States;
5. upon separation for physical disability.

**b. Time Limit.** Except as provided in subpar. c, storage herein authorized will not extend beyond the following dates:

1. upon retirement including temporary disability retirement or transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve—one year from date of retirement, temporary disability retirement, or transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
2. upon detachment under orders from a permanent duty station—one year from date of detachment under orders from permanent duty station;
3. sea duty—one year from the date of return from sea duty;
4. duty outside the United States—one year from date of return from overseas service;

5. upon assignment as student—one year from date of separation from school;
6. upon separation, discharge for physical disability—one year from date of discharge for physical disability.

**c. Exceptions to Fixed Periods of Time Limit.** If the member is confined in a hospital or in its vicinity undergoing medical treatment on the date of retirement, including temporary disability retirement, transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve, or separated or discharged because of physical disability, and continuously thereafter during the period defined in subpar. b, items 1 and 6, the duration of storage may be extended 60 days from the date of discharge from such medical treatment. When the member requests such extension of time, he will furnish to the officer in charge of the storage facility concerned, if so requested, a copy of the statement of hospitalization by the responsible medical officer.

### **3. STORED IN EXCESS OF TIME LIMIT.**

Household goods not withdrawn from service storage within the prescribed time limit or not withdrawn upon request of the commanding officer of the storage facility concerned will be placed in commercial storage to the account and in the name and at the expense of the member.

## **8007 SHIPMENTS UNDER TEMPORARY CHANGE OF STATION OR TEMPORARY DUTY ORDERS**

**1. GENERAL.** The authorized weight allowances of household goods may be shipped at government expense for members under temporary change of station orders or temporary duty orders as described in the following subparagraphs.

**2. MEMBER ORDERED TO ACTIVE DUTY FOR TRAINING PURPOSES.** When a member of a reserve component is ordered to active duty for training purposes or for other than training duty for less than six months, shipment of his temporary change of station weight allowance is authorized from his home to the place ordered for such duty and return to his home upon completion of such duty.

**3. TEMPORARY DUTY ORDERS.** When under competent temporary duty orders, temporary additional duty orders, temporary to permanent duty orders, or a combination thereof, individuals for whom a weight allowance has been prescribed may have their temporary change of station weight

allowance of household goods shipped between any points, subject to the following limitations in cost as applicable:

1. from permanent duty station to temporary duty station;
2. between temporary duty stations;
3. from last temporary duty station to old permanent duty station, provided a new permanent duty station has not been assigned, otherwise to the new permanent duty station; when a member is ordered from a temporary duty station to a new permanent duty station, or when a temporary duty station becomes a new permanent duty station, the shipments authorized herein are in addition to the weight authorized for such permanent change of station.

**4. DUTY IN CONNECTION WITH BUILDING, FITTING OUT, OR CONVERSION OF A VESSEL.** When a member is ordered to temporary duty in connection with the building, fitting out, or conversion of a vessel, and such orders direct duty on board when commissioned, the permanent change of station weight allowance of household goods may be shipped from the old permanent duty station to any point in the United States, as desired by the owner. (See also par. 8008.)

**5. TEMPORARY DUTY PENDING ASSIGNMENT ABROAD OR TO A VESSEL.** When a member is under orders from a permanent duty station and ordered to temporary duty pending further assignment to duty abroad or to temporary duty pending further assignment to sea duty, his household goods within the prescribed permanent change of station weight allowance may be shipped to any point in the United States, or such household goods may be packed, drayed, and placed in storage facilities of the service concerned under provisions of par. 8006-2. When such facilities are not available, his household goods may be packed, drayed, and placed in commercial storage, in which case all costs other than those of packing and draying will be at the member's expense.

**6. TEMPORARY DUTY WITHOUT RETURN TO PERMANENT STATION.** When a member is under orders from a permanent duty station and ordered to temporary duty without return to such permanent duty station or to temporary duty for further assignment, his household goods within prescribed permanent change of station weight allowance may be packed, drayed, and placed in storage under storage provisions of subpar. 5.

**7. SHIPMENT OF HOUSEHOLD GOODS SUBSEQUENT TO STORAGE.** Household goods which have been placed in storage under provisions of subpars. 5 or 6, may be shipped to any subsequent permanent duty station. Shipment may also be made to any point in the United States under provisions of par. 8009-4b, when applicable.

**8008 SHIPMENT WHEN DETACHED FROM PERMANENT STATION TO AWAIT ORDERS, DETAIL, OR ASSIGNMENT OR TO PROCEED TO THE UNITED STATES**

**1. DETACHED FROM PERMANENT STATION WITHIN U. S.** When a member is ordered from a permanent station within the United States and directed to await orders, detail, or assignment, household goods, within the prescribed permanent change of station weight allowance, may be packed, crated, drayed, and placed in storage facilities of the service concerned, if available, under provisions of par. 8006-1. When such facilities are not available, household goods may be packed, crated, drayed, and commercially stored at government expense within the time limit prescribed for temporary storage in par. 8006-1. Upon receipt of orders assigning the new permanent duty station, shipment of such household goods is authorized from point of storage or previous permanent duty station to the new permanent duty station.

**2. DETACHED FROM PERMANENT STATION OVERSEAS.** When a member is ordered from an overseas permanent duty station and directed to proceed to the United States, household goods within the prescribed permanent change of station weight allowance may be shipped at government expense from the permanent duty station to the point in the United States to which ordered to report. The movement of household goods is thus permitted even though the new permanent duty station is for the time being indeterminate. If orders to new permanent duty station are not available upon arrival of the household goods at the point to which shipped and such household goods cannot be placed in storage facilities of the service concerned, the household goods may be placed in commercial storage at government expense within the time limit prescribed for temporary storage in par. 8006-1. Upon receipt of further orders fixing the new permanent duty station, the same property may be reshipped, the allowable cost being limited

to the transportation cost from the reshipping point to the new permanent duty station. In these circumstances, the orders involving detachment and the orders fixing the new permanent duty station are considered to be one set of orders for a permanent change of station. Therefore, if the member takes physical possession of the household goods at the reshipping point, the Government will not assume the cost of shipping such household goods from the reshipping point, since household goods may not be reshipped under identical orders for the convenience of the member. (See subpar. 3 and par. 8013.)

**3. TIME LIMITATION.** All commercial storage furnished at government expense under provisions of subpars. 1 or 2 will not exceed a total of six months duration in connection with one transfer between the last permanent duty station and the new permanent duty station.

**8009 SHIPMENT UNDER PERMANENT CHANGE OF STATION ORDERS**

**1. GENERAL.** The permanent change of station weight allowance of household goods may be shipped at government expense for the classes of personnel indicated in the following subparagraphs.

**2. UPON ENTRANCE INTO THE SERVICE**

**a. Initial Reporting.** For officers commissioned or reinstated, warrant officers appointed or reappointed, in the regular services, and persons enlisted from civil life or reserve components, shipment of household goods from home to the first permanent duty station is authorized. (See subpar. b.)

**b. Subsequent Reporting.** The provisions of this subparagraph may be used in lieu of combined provisions contained in subpars. a and 5 for all members who are detached from a permanent duty station for the purpose of discharge or release from active duty under honorable conditions, but who re-enter the service concerned in a grade for which shipment of household goods is authorized within one year from date of such discharge or release from active duty, from the last permanent duty station or place of storage prior to discharge (or port, if any) to the new permanent duty station upon receipt of orders assigning the new permanent duty station. The change from the last permanent duty station (prior to discharge) to the new duty station upon reenlistment will be considered as one permanent change of station.

### 3. UPON BEING ORDERED TO ACTIVE DUTY

**a. Other Than Retired, Fleet Reserve, or Fleet Marine Corps Reserve Personnel.** For contract surgeons under contract for a period of not less than six months, members of reserve components of such services when ordered to active duty for not less than six months, members of the National Guard (Air or Army) when inducted into Federal service for not less than six months, civilians commissioned as temporary officers or appointed as temporary warrant officers in the Army of the United States or the Air Force of the United States when ordered to active duty for a period of not less than six months, shipment of household goods from home to the first or any subsequent permanent duty station is authorized.

**b. Retired Fleet Reserve, Fleet Marine Corps Reserve Personnel.** For retired, Fleet Reserve, or Fleet Marine Corps Reserve personnel recalled to active duty, shipment of household goods from home to the first permanent duty station is authorized. In the case of personnel recalled to active duty within one year after retirement or transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve who did not ship their household goods in connection with such retirement or transfer, shipment from the last permanent duty station or place of storage prior to retirement or transfer to the first permanent duty station is authorized. The provisions of this subparagraph apply to such personnel ordered to or relieved from active duty in connection with Organized Reserves and/or Reserve Officer's Training Corps activities only when and to the extent that transportation of household goods in such circumstances is permissible under applicable appropriation acts.

### 4. UPON PERMANENT CHANGE OF STATION

**a. General.** For personnel on active duty, shipment of household goods from the last duty station to the new duty station is authorized. If an individual does not desire to ship his authorized weight allowance, or any portion thereof, to his new permanent duty station, he is not thereby precluded from making later shipment thereof from that former permanent station to some subsequent permanent duty station within authorized weight allowance under travel orders to the latter station. As used in this subparagraph "former permanent duty station" includes the home of an individual.

**b. Ordered to Sea Duty, Vessel Fitting Out, and Duty Overseas.** On transfer or assignment

to sea duty; to duty in connection with building, fitting out, or conversion of a vessel; to duty overseas; or to places where their dependents are not, for military reasons, permitted to accompany them or to join them within 20 weeks, or where the commanding officer has determined that housing for dependents is not available; shipment of household goods from the last duty station to such locations in the United States as may be designated by the person concerned is authorized. Upon removal of such military restrictions without change of station or upon subsequent transfer to another overseas duty station which is not subject to such restrictions, shipment from such designated locations to the current duty station only is authorized. Upon subsequent transfer to a permanent duty station in the United States or any subsequent permanent change of station within the United States, shipment from such designated locations to the current duty station or from such designated locations to any other point is authorized, subject to cost limitation from the last to the new permanent duty station.

**c. Commissioned or Appointed to Officer Status in Regular Service.** For officers commissioned, warrant officers commissioned, and warrant officers appointed permanently or temporarily in the regular services from the ranks (including graduates from officer candidate schools), shipment of household goods from home and/or the last permanent duty station to the new permanent duty station is authorized.

**d. Commissioned or Appointed to Officer Status in Reserve Components of Services.** For officers commissioned and warrant officers appointed permanently or temporarily in the reserve components of the services concerned from the ranks (including graduates from officer candidate schools), shipment of household goods from home and/or last permanent duty station to the new permanent duty station is authorized.

**e. Commissioned from Service Academies.** For members of the graduating classes of the academies of the services concerned who are commissioned as officers, shipment of household goods from the academy from which the individual is graduated to the home of the individual or from such academy and/or from such home to the first permanent duty station is authorized.

#### **f. Hospital Patients**

**(2) To Hospitals.** For members on active duty item 3, do not apply to shipments authorized in this subparagraph.



**(1) To Hospitals.** For members on active duty who are transferred from either a permanent or temporary duty station, or from a hospital where they are listed as patients, to a hospital for further observation and treatment, shipment of household goods from the last or any previous permanent duty station and/or points of storage to the city or town in which such hospital is located, but not to the hospital itself, is authorized as for a permanent change of station, provided that the commanding officer of the hospital, after an evaluation of the case, certifies that the period of treatment in that hospital can be expected to be prolonged. This certificate will be furnished in addition to other supporting papers required with the Application for Transportation of Household Goods (Standard Form 116). (See also pars. 8050-6 and 8051-3.) Whenever necessary, required personal baggage not exceeding 200 pounds may be forwarded to the hospital without the hospital commander's certificate in the circumstances set forth in par. 8003.

**(3) From Outside the United States.** For personnel on active duty who are transferred as patients from outside the United States to a hospital within the United States for further observation and treatment, shipment of household goods from foreign or overseas points to the city or town in which the hospital is located, but not to the hospital itself, is authorized. At the member's option, shipment may instead be forwarded to another point within the United States designated by him. In the case of shipment from overseas, the member will bear the cost of transportation from the port through which the shipment entered the United States to the point designated in excess of that which would have been allowed at government expense had shipment been made from the same port to the city or town in which the hospital is located. In connection with overland shipments from Canada or Mexico, the member will bear the cost of transportation from the original point of shipment to the point designated in excess of that which would have been allowed at government expense had shipment been made from the same point of origin to the city or town in which the hospital is located. The certificate prescribed in subpar. (2) is not required to support these types of shipments. In the case of a member who did not take his household goods with him overseas, shipment may be made from the place of storage (see subpar. b) or from any previous permanent duty station to the city or town in which the hospital is located, but not to the hospital itself.

The certificate prescribed in subpar. (2) is required to support this type of shipment.

**(4) When Discharge from Hospital is Ordered.** For members on active duty, who are discharged as patients from a hospital and ordered home for separation from the service, or restored to duty, shipment of household goods from the city or town in which the hospital is located or from a designated place in lieu thereof (see subpar. (3)) to such home or to any subsequently assigned permanent duty station is authorized. The member will bear the cost of transportation from the designated place to the home or permanent duty station in excess of that which would have been allowed at government expense had shipment been made from the city or town in which the hospital is located to such home or permanent duty station. (See also par. 8050-5.)

**g. Upon Assignment as Student**

**(1) Ordered to School.** For all members on active duty when ordered upon change of station to a service school or civilian educational institution as a student to pursue a prescribed course of study therein of not less than 20 weeks duration, shipment of household goods from the last permanent duty station to such school or to a designated place of storage when no service storage facilities are available therefor at the last permanent duty station is authorized. When the designated place of storage involves a shipment to a point more distant than the school, bills of lading or other shipping documents will be annotated showing that government storage at the last permanent duty station was not available.

**(2) Transfer from School.** Upon subsequent transfer from said school or institution, shipment of household goods from the school, former permanent duty station, and/or place of storage to the new permanent duty station, within authorized weight allowance to the new permanent duty station, is authorized.

**5. UPON DISCHARGE, RESIGNATION, OR SEPARATION FROM THE SERVICE, TEMPORARY DISABILITY RETIREMENT OR RELEASE FROM ACTIVE DUTY OTHER THAN BY RETIREMENT, OR TRANSFER TO THE FLEET RESERVE OR TO THE FLEET MARINE CORPS RESERVE.** For members of the regular services and contract surgeons upon discharge, resignation, or other separation, all under honorable conditions, or upon temporary disability retirement; and for members of reserve components of such services who were ordered

to active duty for not less than six months, members of the National Guard (Air or Army) in the service of the United States for a period of not less than six months, temporary commissioned and temporary warrant officers of the Army of the United States or the Air Force of the United States from a tour of duty of not less than six months, upon separation or release from active duty under honorable conditions, or upon temporary disability retirement, shipment of household goods from the last or any previous permanent duty station (or place of storage in connection therewith) to home is authorized. (See also subpar. 2b.) For time limitation, see par. 8012.

**6. UPON RETIREMENT (OTHER THAN TEMPORARY DISABILITY RETIREMENT) OR TRANSFER TO THE FLEET RESERVE OR TO THE FLEET MARINE CORPS RESERVE.** For all members on active duty, under retirement orders, orders to home to await retirement, or orders to transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve, shipment of household goods from the last and any previous permanent duty stations and/or place of storage to home is authorized. For time limitations, see par. 8012. For provisions governing temporary disability retirement, see subpar. 5.

## **8010 SHIPMENT UPON EVACUATION**

**1. GENERAL.** When members (regardless of rank or grade) are on duty at places designated by the Secretary of the department concerned as within zones from which their household goods should be evacuated for military reasons, shipment of household goods is authorized from the evacuation area and/or place of storage to any point designated by the member. Members for whom no weight allowances have been prescribed will be restricted in such cases to the weight allowances of an enlisted person of the E-4 pay grade with less than 7 years service. This subparagraph will be cited on government bills of lading (or any other procurement document covering services rendered) as authority for shipment. Regardless of the rank or grade of the member no other evidence of authority for shipment will be required to support such documents. Upon restoration of the evacuation area to an unrestricted area without change of station or upon subsequent transfer to a duty station not within a restricted area, household goods may be shipped from the designated locations to the current duty station.

**2. FOR PERSONNEL STATIONED OUTSIDE THE UNITED STATES.** The provisions of this subparagraph are applicable only in exceptional or emergency circumstances, such as serious illness or death, and only when the appropriate overseas commander or other competent authority certifies that in his judgment shipment of household goods is in the best foreseeable interest of the Government. Shipment of household goods is authorized at government expense for members (without regard to rank or grade) stationed outside the United States from such overseas points to any place within the United States as may be designated by the member. The weight allowance of members having no prescribed weight allowance will be restricted to that authorized for an enlisted person of the E-4 pay grade with less than 7 years service. Such shipment is authorized prior to the issuance of orders directing a change of the member's permanent duty station. Upon being subsequently assigned to a permanent duty station within the United States, shipment is authorized from the designated location to the current permanent duty station within the United States. Reference to the oversea commander's certificate, including its date, and reference to this subparagraph will be indicated on each bill of lading or any other procurement document covering services rendered. No other evidence of authority for shipment will be required to support such documents.

## **8011 UPON BEING OFFICIALLY REPORTED AS DEAD, INJURED, MISSING, INTERNED, OR CAPTURED; OR UPON DECEASE**

### **1. REPORTED AS DEAD, INJURED, MISSING, INTERNED, OR CAPTURED**

**a. General.** Upon receipt by a member's dependents of official report that he is dead, injured, missing for a period of thirty days or more, interned in a neutral country, or captured by the enemy, and upon application by such dependents, the effects of such member (regardless of rank or grade) so reported are authorized to be shipped at government expense from last permanent duty station and/or places of storage to such place as may be designated by such dependents and approved by the appropriate authority of the service concerned, except as provided in subpar. b. Later, such effects are authorized to be shipped at government expense from the designated place to a subsequent duty station of the member. For time



limitations and instructions for submitting application, see pars. 8012 and 8051-2.

**b. Exception.** Transportation of effects of a member in an injured status may be authorized only in cases where the anticipated period of hospitalization or treatment will be of prolonged duration. The provisions of subpar. a are applicable only when (as determined by the appropriate authority of the service concerned) a reasonable relationship exists between the condition and circumstances of the dependents and the destination to which transportation is requested.

**2. UPON DECEASE.** Upon release by the appropriate authority of the service concerned, the effects of all members, regardless of rank or grade (including academy cadets and midshipmen), who die while on active duty may be shipped at government expense from their last permanent duty station and/or places of storage to the home of the person legally entitled thereto. The phrase "die while on active duty" as used in this subparagraph includes also death within one year after effective date of discharge, resignation, relief from active duty, or other separation, all under honorable conditions, and such date of retirement or transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve, of individuals whose household goods had not been previously shipped in connection with such discharge, resignation, relief from active duty, or other separation, retirement, or transfer to the Fleet Reserve, or to the Fleet Marine Corps Reserve under provisions of par. 8009-5, 6. The term "effects" as used in this subparagraph means household goods and other personal property, except motor vehicles, without limitation as to weight. Shipment will not be made in separate lots to any one heir from any one shipping point. For time limitation, see par. 8012.

**3. CHOICE OF AUTHORITY.** In case of death in circumstances which are covered by both subpars. 1 and 2, the authority will be used which affords the greater advantage to the dependents of the deceased.

## **8012 TIME LIMITATIONS**

**1. GENERAL TIME LIMITATIONS.** Subject to exceptions shown in subpar. 2, a period ending one year after the termination of World War II or one year after the date specified in this paragraph, whichever is later, is fixed as the time within which household goods or personal effects will be turned over by the owner to a transporta-

tion officer or to a carrier for shipment at government expense:

1. upon discharge, resignation, or separation from the service or release from active duty, or temporary disability retirement—date of discharge, resignation, or separation from the service or release from active duty or temporary disability retirement, under provisions of par. 8009-5;
2. retirement other than temporary disability retirement, or transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve—date of retirement other than temporary disability retirement, or transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve under provisions of par. 8009-6;
3. reported as dead, injured, missing, interned, or captured—date of official report mentioned in par. 8011-1;
4. decease—date of decease under provisions of par. 8011-2; however, if the estate of the decedent becomes the subject of litigation during the defined period, shipment of effects may be made within 12 months from the date of the final decree of the court, provided that the application for shipment is supported by two certified copies of the decree or judgment of said court, that pursuant to such decree the applicant has the right to be possessed of the particular effects; one certified copy will be attached to the memorandum copy of the bill of lading or other procuring document when sent to the disbursing officer designated to pay the carrier's transportation bill; another will be retained with the shipping officer's file pertaining to the shipment concerned; no other copies are necessary.

**2. EXCEPTIONAL TIME LIMITATIONS IN CONNECTION WITH HOSPITALIZATION.** If the member is confined in a hospital or in its vicinity undergoing medical treatment on the date of discharge, termination of active duty status, retirement, including temporary disability retirement, or transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve, and continuously thereafter during the period defined in subpar. 1, shipment of household goods may be forwarded within 60 days from the date of discharge from such medical treatment as shown in a certificate of the responsible medical officer stating the period of such medical treatment.

## **8013 RESHIPMENT OF SAME PROPERTY WITHIN ONE ALLOWANCE**

**1. GENERAL.** Unless otherwise specifically provided herein, authority contained in these regulations for shipment of household goods at Government expense extends only to the through shipment to authorized ultimate destination of the same lot of household goods or effects. Shipment may not be made for the convenience of the member to some other place for reshipment later to such authorized ultimate destination.

**2. IMPROPER SHIPMENTS.** When household goods within prescribed weight allowance or personal baggage not to exceed 200 pounds for personnel not having a prescribed weight allowance, including allowances provided in pars. 8010 and 8011, have been improperly shipped or otherwise unavoidably separated from the member, not because of fault of the member, it may be forwarded to the proper destination at government expense upon approval of the service concerned.

**3. RETURN OF PERSONAL BAGGAGE TO OWNER.** In case personal baggage is shipped as part of an organized troop movement but the name of the individual owner of such baggage has been deleted from the movement order, railway express instead of means ordinarily required may be used to return or forward such baggage to the duty station of such member when authorized or approved in writing by the commanding officer of the installation or area at which received. When an officer on the immediate staff of the commanding officer is authorized to issue travel orders, the commanding officer may delegate to such staff officer the authority to authorize the return or forwarding of such shipments by express. Reference to such authorization, including its date, will be indicated under "Authority for shipment" on bills of lading issued for shipments forwarded under these provisions.

**4. SHIPMENT UPON CANCELLATION OF ORDERS.** Shipment of household goods made after receipt of competent change of station orders but before the effective date thereof will be forwarded or returned to proper destination at gov-

ernment expense in case such orders are subsequently amended or canceled, provided such shipment is made in the best foreseeable interest of the Government and the member (see par. 8050).

## **8014 WHEN SHIPMENT NOT AUTHORIZED**

Shipment of household goods at government expense is not authorized in the following cases:

1. prior to receipt of orders;
2. permanent change of station weight allowance for members of reserve components when ordered to active duty for less than 6 months (see pars. 8007-2 and 8009); shipment of temporary change of station weight allowance is not prohibited under these provisions;
3. for retired members ordered to active duty, or upon relief therefrom after having been ordered to active duty, when shipment is not permissible under applicable appropriation acts (see par. 8009);
4. for all members upon discharge, resignation, or separation under conditions other than honorable;
5. for members who are dropped, dismissed, sent to prison under sentence, or transferred as prisoners to a place of detention;
6. pursuant to furlough (leave) or recall therefrom;
7. for deserters or stragglers;
8. for members transferred to a different ship or station to await trial by courts-martial;
9. permanent change of station weight allowance for students detailed to pursue courses of less than 20 weeks duration at service schools or civilian educational institutions (see par. 8009); shipment of temporary change of station weight allowance is not prohibited under these provisions;
10. permanent change of station weight allowances for members called to active duty for training; shipment of temporary change of station weight allowance is not prohibited under these provisions.

SHIPPING  
PROCEDURES

## **PART B: SHIPPING PROCEDURES**

### **8050 REQUIREMENTS, RESPONSIBILITIES, AND PRIVILEGES OF OWNER**

#### **1. DELIVERY TO SHIPPING OFFICER.**

Except as provided in subpar. 3, the member is required to turn over at one time to the shipping officer at each point of origin all of his household goods (except articles of gold and silver and articles of extraordinary value) thereat, which he expects to ship within any prescribed weight allowance and under the terms and conditions therefor, in connection with his orders for change of station, retirement, transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve, or to home upon discharge, resignation, or separation from the service.

**2. NOTIFICATION OF NEW DESTINATION.** In the event there should be a change in orders after shipment has been requested, it is the responsibility of the member upon receipt of such change to notify immediately shipping officers at point of origin (or port, if any) and destination, requesting that such shipment be diverted or reconsigned to any new destination which may be necessitated by reason of the change in orders. Certified copies of such changed orders will be forwarded by the member immediately upon request.

**3. SPECIAL ROUTING AND SERVICES.** Subject to subpars. 4 and 5, and upon member's written request and agreement to pay any additional cost occasioned thereby, the member may, if he so desires, deviate from these regulations by:

1. turning over his household goods to a shipping officer for shipment at different times to the same destination;
2. having special services employed such as additional valuation, specific routing, special loading, any other special or accessorial services which may involve additional expense;
3. having shipments made from and to any points; this privilege does not apply to the provisions of pars. 8009-4f and 8052-1.

The transportation cost at government expense of all shipments other than those from a previous duty station to the new duty station is limited to that which would have been allowed on a like weight of household goods within prescribed weight allowance shipped in one lot from the last duty station to the new duty station.

#### **4. DETERMINATION OF EXCESS COSTS.**

The officer designated by the service concerned will determine any cost in excess of authorized allowances for weight, distance, and method of shipment and will notify the member of the amount payable and the method of payment. Amounts determined by persons other than such designated officer will be considered as mere estimates and will not be used to dispute the amount determined by him.

**5. SHIPMENTS FOR MEMBERS SEPARATED FROM SERVICE.** Shipments likely to involve excess costs will not be made upon discharge, resignation, or separation from active duty of personnel who will not thereafter be in a pay status of the service concerned. Such members may arrange for shipment of their household goods out of personal funds and apply for reimbursement of the amount which would otherwise be allowable under these regulations, in accordance with par. 8150.

**6. ACCEPTANCE AT DESTINATION.** Advance arrangements for immediate acceptance of the household goods from the carrier at destination are the responsibility of the member. The member is responsible for any demurrage, unauthorized storage, or other charges incurred because correct delivery address was not furnished or because shipment was not accepted promptly from the carrier by such member or his authorized agent. Shipments will be forwarded to the member or his authorized agent as designated in his Application for Transportation of Household Goods (Standard Form 116).

**7. SHIPMENTS UNDER SPECIAL CONDITIONS.** These regulations are intended to encompass all contingencies and circumstances in connection with shipments of household goods at government expense. In the event a shipment is made under conditions not mentioned in these regulations, insofar as permitting or prohibiting payment therefor at government expense is concerned, the member will be notified that he may be called upon to bear the cost. The case will be referred to the appropriate authority of the service concerned for advice in the premises. The member will not be called upon for reimbursement to the Government until instructions to that effect are received from such appropriate authority.

## **8051 APPLICATION FOR SHIPMENT**

**1. FORM USED, AND BY WHOM SUBMITTED.** Application for transportation of household goods for members entitled to a weight allowance under these regulations will be prepared whenever possible on Application for Transportation of Household Goods (Standard Form 116) (see Figs. 1 and 2). A separate application will be prepared and submitted to cover each shipment in chronological order. A separate application is required for articles of gold or silver, paintings, and other precious articles of extraordinary value. Each application will be prepared in the number of copies required by the service concerned, and will indicate that advance arrangements have been made at destination for immediate acceptance of the household goods from the carrier upon arrival at destination. The member is responsible for any demurrage, unauthorized storage, or other charges incurred because correct delivery address was not furnished or because shipment was not accepted promptly from the carrier by such member or his authorized agent designated upon the request. When the owner of household goods is at an overseas station or it is not feasible for him to submit such application, it may be submitted by:

1. any person acting under the owner's power of attorney or written authorization;
2. commanding officers of installations or their authorized representatives, who will execute a certificate showing necessity for shipment, reasons for nonavailability of the member's application, determination that property to be shipped is household goods or effects authorized to be shipped at government expense in cases of—

personal property of evacuees received at ports of embarkation or other seaports and required to be forwarded to inland points, personal property which has been left at installations because compliance with proper orders has allowed insufficient time for the member to submit the application and the member has furnished informal information as to disposition, other service exigencies which preclude the preparation and submission of the application by the member.

**2. TO WHOM SUBMITTED.** Except for shipments under the Missing Persons Act of March 7, 1942, as amended (50 U. S. Code 1012) and for

shipments upon decease under provisions of par. 8011, the applications for which will be submitted as directed by the service concerned, applications will be submitted to the nearest shipping officer. A shipping officer receiving an application for transportation of household goods which does not pertain to his jurisdiction will immediately forward it by endorsement to the proper shipping officer having jurisdiction, if known, otherwise to the shipping officer indicated by the service concerned. Shipping officers will promptly inform applicants of action to be taken and of papers and documents required to support their applications in accordance with these regulations.

### **3. SUPPORTING PAPERS REQUIRED.**

Among the supporting documents and papers required to support applications are:

1. certified copies of orders or other authority for shipment;
2. certified copies of authority for shipment at government expense by means other than that ordinarily required in cases wherein reference on bill of lading does not constitute complete evidence of such authority;
3. certified copies of the power of attorney, time extension certificate, hospitalization certificate, or any other certificate or document required in special cases;
4. copies of Inventory of Household Goods (Standard Form 117) prepared by the applicant (see Fig. 3) when required by the service concerned; this form is required only when more than three different articles are involved in the application.

## **8052 METHOD OF SHIPMENT**

### **1. BY EXPRESS.**

**a. General.** When certain articles are required for use in carrying out assigned duties or are required because of exigencies of the service and shipment by ordinary means will not serve the purpose, shipment of not to exceed a total of 500 pounds gross weight is authorized to be made by express at government expense within the United States. This authority is limited to shipments from the old duty station (including home upon entrance into the service), points of storage, or both, to the new station (including home upon separation from the service under honorable conditions, relief from duty, retirement, or transfer to the Fleet Re-

# STANDARD FORM 116

STANDARD FORM 116 AUGUST, 1949 PROMULGATED BY EXECUTIVE ORDER 10653		APPLICATION FOR TRANSPORTATION OF HOUSEHOLD GOODS (SEE INSTRUCTIONS ON REVERSE SIDE. ITEMS 1 THRU 24 TO BE COMPLETED BY APPLICANT)			
1. SHIP OR STATION <b>WASHINGTON, D. C.</b>		2. DATE <b>17 October 1949</b>		3. SHIPMENT NO. (No. of shipments to show sequence) <b>2</b>	
4. FROM (Last name - Middle initial) <b>OLD, HOWARD M.</b>		5. GRADE, RANK OR RATING <b>SAN. ENGR, DIR.</b>		6. SERVICE SERIAL NO. <b>2393</b>	
7. STATE TEMPORARY OR PERMANENT CHANGE OF STATION <b>PERMANENT</b>					
8. TO (Submit to nearest shipping officer) <b>CHIEF OF TRANSPORTATION, U. S. PUBLIC HEALTH SERVICE, ROOM 306, HDQRS, WASHINGTON, D. C.</b>					
9. IT IS REQUESTED THAT ACTION BE TAKEN TO HAVE HOUSEHOLD GOODS TRANSPORTED AS PROVIDED BY LAW AND REGULATIONS BASED ON CHANGE OF STATION ORDERS ISSUED BY <b>Office of the Surgeon General</b> AT <b>Washington, D. C.</b>					
UNDER DATE OF <b>5 October 1949</b> PARAGRAPH NUMBER <b>NONE</b> ORDERS NUMBER <b>TA4389</b>					
WHICH ORDERED ME TO DUTY AT <b>Chicago, Illinois</b>					
10. TO BE SHIPPED FROM (Street address) <b>6639-32nd Street, N. W.</b>		CITY OR TOWN <b>Washington, D. C.</b>		DATE INSPECTION MAY BE MADE <b>Upon call</b>	
11. TELEPHONE NO. <b>WO - 0120</b>					
12. TO BE SHIPPED TO (Street address) <b>5618 Sheridan Road</b>		CITY OR TOWN <b>Evanston, Illinois</b>		DESIGNATED AGENT TO RECEIVE PROPERTY AT DESTINATION <b>Mrs. Mary B. Old, Wife</b>	
13. APPROXIMATE AMOUNT TO BE SHIPPED <b>7</b>		A. NO. OF POUNDS OR ROOMS <b>7</b>		B. APPROXIMATE WT. OF PROFESSIONAL BOOKS, PAPERS, & EQUIPMENT INCLUDED <b>1200 pounds</b>	
C. SHIPMENT INCLUDES (Check) <input checked="" type="checkbox"/> WASHING MACHINE <input type="checkbox"/> REFRIGERATOR <input type="checkbox"/> PIANO <input type="checkbox"/> OTHER (Specify)		D. NO. OF BARRELS OF CHINA <b>5</b>			
14. METHOD OF SHIPMENT REQUESTED (Check one) <input type="checkbox"/> RAIL <input type="checkbox"/> VAN <input type="checkbox"/> EXPRESS <input type="checkbox"/> AIR		15. DATE BAGGAGE TO BE PICKED UP <b>1 Nov. to 8 Nov. 49</b>		16. OFFICIAL HOME (Full Address) <b>135 East Cliveden Ave. Philadelphia, Pennsylvania</b>	
17. I CERTIFY THAT THE ABOVE REQUESTED SHIPMENT CONSISTS OF HOUSEHOLD GOODS WHICH BELONG TO ME, AND HAS BEEN IN USE BY MYSELF (or family) PREVIOUS TO DATE OF THIS REQUEST AND IS NOT INTENDED DIRECTLY OR INDIRECTLY FOR ANY OTHER PERSON OR PERSONS OR FOR SALE.					
18. I FURTHER CERTIFY THAT THE ABOVE MENTIONED PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT, ARE IN FACT PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT WHICH ARE NECESSARY IN THE PERFORMANCE OF MY OFFICIAL DUTIES.					
19. I WILL ACCEPT THE METHOD OF SHIPMENT DESIGNATED BY THE SHIPPING OFFICER TO BEST SERVE THE INTERESTS OF THE UNITED STATES AND MYSELF, OR WILL PAY ANY EXCESS COSTS OCCASIONED BY MY SELECTION OF ANY OTHER METHOD.					
20. I WILL PAY ALL HANDLING, STORAGE, OR OTHER COSTS, NOT AUTHORIZED BY REGULATIONS.					
21. IF MY ORDERS ARE MODIFIED OR CANCELLED AND AFFECT THIS SHIPMENT, I WILL NOTIFY IMMEDIATELY SHIPPING OFFICERS AT POINT OF ORIGIN (or port if any), AND DESTINATION.					
22. IN THE EVENT OF FAILURE ON THE PART OF MYSELF OR MY AGENT TO FURNISH THE SHIPPING OFFICER AT DESTINATION WITH PROMPT REMOVAL INSTRUCTIONS, I HEREBY AUTHORIZE THE ABOVE SHIPMENT TO BE PLACED IN LOCAL COMMERCIAL STORAGE IN MY NAME AND FOR MY ACCOUNT AND RISK.					
23. UPON RECEIPT OF STATEMENT(S) SHOWING EXCESS COSTS I WILL REMIT AN AMOUNT SUFFICIENT TO COVER SUCH COSTS, OR PERMIT THE APPLICATION OF SO MUCH OF MY PAY AS MAY BE NECESSARY TO COVER SUCH COSTS. THIS AGREEMENT IS MADE WITH THE UNDERSTANDING THAT IT DOES NOT PREJUDICE MY RIGHT OF APPEAL TO THE COMPTROLLER GENERAL AND THE COURTS OF ADJUDICATION AFTER SUCH PAYMENT OR DEDUCTION HAS BEEN MADE IF I CONSIDER THE AMOUNT THEREOF TO BE ERRONEOUS.					
24. PREVIOUS SHIPMENTS UNDER IDENTICAL ORDERS (If none, indicate "None")					
FROM (A) <b>Washington, D. C.</b>		TO (B) <b>Chicago, Illinois</b>		BILL OF LADING, CONTRACT OR PURCHASE ORDER NUMBER (If known) <b>M-28762</b>	
				POUNDS HOUSEHOLD GOODS UNPACKED (D) <b>None</b>	
				PACKED (E) <b>350</b>	
				POUNDS PROFESSIONAL BOOKS, PAPERS, & EQUIPMENT (F) <b>100</b>	
SIGNATURE OF APPLICANT <b>H. N. Old</b>					
25. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE: (To be accomplished only by the Commanding Officer, or his authorized representative, by signature or official seal)					
THE PROPERTY IS PERSONAL BAGGAGE, HOUSEHOLD GOODS, OR PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT AUTHORIZED TO BE SHIPPED AT GOVERNMENT EXPENSE.					
REASON FOR NONAVAILABILITY OF SIGNATURE					
NECESSITY FOR SHIPMENT					
CERTIFIED BY (Signature and Title)					
26. CERTIFICATE OF SHIPPING OFFICER					
DESIGNATED METHOD OF SHIPMENT			BILL OF LADING NUMBER		
METHOD OF SHIPMENT USED			CONTRACT NUMBER		
EXCESS COST OF PACKING, CRATING, AND HAULING (When required by the service concerned) <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> COMMERCIAL \$			PURCHASE ORDER NUMBER		
POUNDS HOUSEHOLD GOODS			POUNDS PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT		
SIGNATURE OF SHIPPING OFFICER					
STANDARD FORM 116					

Figure 1

## STANDARD FORM 116 (REVERSE)

### GENERAL INSTRUCTIONS

The original and necessary copies of this form will be prepared. When more than one shipment is made, a separate set of this form will be used for each such shipment and each application will be numbered consecutively in chronological order of application dates.

Each application will be accompanied by:

1. Certified copies of travel orders or other authority for shipment.
2. Certified copies of authority for shipment at Government expense by means other than that ordinarily required, in cases wherein reference on Bill of Lading to appropriate paragraph of regulations does not constitute complete evidence of such authority.
3. Certified copies of the Power of Attorney, time extension certificate, hospitalization certificate, or any other certificate or document required in special cases.
4. Copies of Standard Form 117, inventory of household goods prepare by the applicant. This form is required only when more than three different articles are involved in the application.

### DETAILED INSTRUCTIONS FOR USE OF THIS FORM

ITEMS 1 and 2 - Self-explanatory.

ITEM 3 - Indicate consecutive number of shipment in chronological order of date application was issued. If excess weight is involved, excess cost is computed on the shipment covered by the last numbered application.

ITEM 4 to 12 INCLUSIVE - Self-explanatory.

ITEM 13 - When no more than three different articles are involved in the same application, they will be listed in this space and no inventory of household goods, Standard Form 117, is required. When Standard Form 117, is used, all information called for in this item will be shown. Enter in C any other article which requires special handling such as stove, console radio, etc.

ITEM 14 - Applicant will indicate acceptance of Shipping Officer's designation or otherwise. Excess cost probably will be incurred if the method of shipment selected differs from the one designated by the Shipping Officer.

ITEM 15 - Self-explanatory.

ITEM 16 - For regular personnel, Official Home is that indicated in official personnel records of the Service concerned. For Reserves, it is the place currently recorded in the personnel records of the Service concerned as the home of the owner when called to the relevant tour of active duty.

ITEM 17 to 23 INCLUSIVE - Read very carefully.

ITEM 24 - If any previous shipments have been made under the orders used for this shipment, indicate previous shipments showing Bill of Lading, Contract, or Purchase Order Number in Column (c).

ITEM 25 - Self-explanatory, and executed by Commanding Officer or his authorized representative in certain cases.

ITEM 26 - Self-explanatory, and executed by the Shipping Officer.

Figure 2

**Standard Form 117**  
(August 1949)  
Promulgated by  
Executive Order 10053

TO 5618 Sheridan Road Evanston, Illinois					FROM 6629 32nd Street N. W. Washington, D. C.						
PROPERTY OF OLD, Howard N.					PHONE WO-0120		DATE SHIPMENT REQUESTED 1 Nov. to 8 Nov. 49		SHIPMENT NO. 2		
Article	Cu. ft. per pc.	Pieces	Cubic feet	Article	Cu. ft. per pc.	Pieces	Cubic feet	Article	Cu. ft. per pc.	Pieces	Cubic feet
<b>Living Room</b>				<b>Dining Room</b>				<b>Kitchen</b>			
Bench, fireside	5			Buffet	30	1	30	Breakfast suite chair	5		
Bookcase, double door	20	1	20	Chair, arm	8			Breakfast suite table	10		
Bookcase, sect., per. sec.	3			Chair, straight	5	6	30	Brooms & mops, bundle	2	2	4
Book shelves	10			China, closet	25	1	25	Chair	5	1	5
Chair, arm	10	3	30	Dinette buffet	20			High chair	5		
Chair, Cogswell	15			Dinette china closet	15			Hot plate	2		
Chair, occasional	15	2	30	Dinette table	15			Ironing board	2	1	2
Chair, overstuffed	25	1	25	Rug, large	10	1	10	Kitchen cabinet	30		
Chair, reclining	25			Rug, small	3			Linoleum	10		
Chair, straight	5			Serve	15	1	15	Range, coal	35		
Clock, mantle	1	1	1	Table, extension	30			Range, electric	25		
Clock, grandfather	20			Tea cart	10	1	10	Range, gas	25		
Davenport, 2 cushions	35							Refrigerator, db. door	40		
Davenport, 3 cushions	50	1	50					Refrigerator, elec.	25	1	25
Desk, ladies'	12	1	12	<b>Bed Room</b>				Refrigerator, ice	20		
Desk, Gov. Winthrop	20			Bassinet	5			Refrigerator unit	8		
Fireplace equipment	5	1	5	Bed; spg. & matt., double	60	1	60	Stool	3	1	3
Lamp, floor (no shade)	3	2	6	Bed; spg. & matt., single	40	2	80	Table	5	1	5
Lamp, table (no shade)	2			Box spgs. for dbl. bed	25	1	25	Utility cabinet	10	2	20
bvd.				Box spgs. for sgl. bed	15	2	30				
Magazine rack	2			Bureau	25	3	75	<b>Miscellaneous</b>			
Music cabinet	10			Carton, clothes	10	3	30	Ash can	1	2	14
Piano, baby grand	50			Chair, boudoir	10	6	60	Bar, portable	50		
Piano, parlor grand	20			Chair, rocker	5	4	20	Barrel (glass) china	10	5	50
Piano, upright	60			Chair, straight	5	1	5	Basket (bushel)	3	4	12
Piano, studio upright	40			Chaise longue	25			Basket (clothes)	5	2	10
Piano, bench	5			Chest, cedar	15			Bicycle	10		
Phonograph	15			Chest of drawers	25	1	25	Bird cage kind stand	5		
Radio, cabinet	12			Child's bed	10			Boxes	2		
Radio, bench type	5			Child's desk	10						
Radio, table model	2	1	2	Child's rocker	3			<b>Office</b>			
Rocker	12			Child's table & chr.	10			Chair, arm		10	
Rug, large	10	1	10	Chiffonier	25			Chair, stenographer	5		
Rug, small	3	2	6	Chiffonrobe	25			Chair, swivel		10	
Rug, pad, large	10	1	10	Commode	10	1	10	Desk, double	35		
Secretary	35			Costumer	2			Desk, dbl., sgl. ped.	35		
Settee	25			Dresser	25	2	50	Desk, dbl., dbl. ped.	50		
Shade, lamp	2	2	4	Dresser, vanity	20			Desk, single	30		
Smoking stand	1	1	1	Dresser, vanity bench	3	2	6	Desk, sgl., sgl. ped.	30	1	30
Stool, foot	2	1	2	Hamper, clothes	5	1	5	Desk, sgl., dbl. ped.	40		
Studio couch	30			Lamp, floor (no shade)</							

Standard Form 117

16-89529-1 U. S. GOVERNMENT PRINTING OFFICE

Figure 3



serve or to the Fleet Marine Corps Reserve), to or from ports of embarkation in connection therewith, or to any point designated by the member under provisions of pars. 8007-4 and 5, and 8009-4 b and g. Specific designation of the method of shipment is not required to be made by the shipping officer in such instances. Shipment will be made at the valuation prescribed in carriers' tariffs for the lowest applicable transportation rate. Such express shipment may consist of household goods, or professional books, papers, and equipment, or both. Whenever a combination of household goods and professional books, papers, and equipment are shipped, the weight of each type of property will be shown separately on the bill of lading. The weight of household goods shipped by express under these provisions will be charged against the prescribed change of station weight allowance. The shipping officer will select the means of express which in his judgment will serve the best foreseeable interest of the Government and the owner of the property.

**b. Items of Extraordinary Value.** Articles of gold or silver, paintings, and other articles, the extraordinary value of which prohibits shipment by ordinary means under carriers' tariffs, may be shipped by railway express. The weight of such articles is a part of (not in addition to) the 500-pound weight allowance by express provided in subpar. a when such type of shipment is authorized. Such articles may be shipped under a commercial express receipt or a government bill of lading as part of the authorized change of station weight allowance. Unless extra charges for excess valuation are paid, carriers' liability for express shipments is normally limited to 50 cents a pound. Any such excess valuation charges will be borne by the owner, not by the Government, regardless of the type of bill of lading used. A government bill of lading covering an express shipment of precious articles will be separate from that used for the other household goods, and professional books, papers, and equipment. Shipment will not be made through any installation of the services concerned, but will be made direct from and to the owner or his agent at points of origin and destination.

**c. Excess Cost.** Unless the shipping officer designates express as the method of shipment under provisions of subpar. 2 the excess cost of transportation over the method chosen by the shipping officer on weight in excess of the 500 pound weight allowance by express will be borne by the owner. (See par. 8050-3, item 3.)

## **2. BY ORDINARY MEANS**

**a. By Whom and How Selected.** Shipment may be made by the various modes of transportation without regard to comparative costs. Unless shipped by express as authorized by these regulations, any household goods for shipment between the same point of origin and destination may be shipped as consolidated shipments or as separated shipments, whichever manner is considered by the shipping officer as most advantageous to the Government and the member, without delaying the arrival of shipment at destination. The shipping officer will select the means of transportation, ordinary rail and/or water freight, ordinary motor freight (general freight haulers as distinguished from specialized household goods motor carriers), air or railway express, freight forwarders, or commercial van carrier, which in his judgment will serve the best foreseeable interest of the Government and the owner of the property. Among the particulars to be considered are:

1. location of the property at point of origin and the availability of packing, crating, drayage, and handling facilities thereat;
2. the condition of the property presented for transportation, that is, whether already in packed and crated form;
3. final destination of the property and the availability of drayage, unpacking, uncrating, and handling facilities thereat.

**b. Method Authorized at Government Expense, How Established.** The selection by the shipping officer of the appropriate means of transportation establishes the method of shipment authorized at government expense. The shipping officer will inform the person requesting shipment of the means of transportation authorized at government expense, and that the use of a different method may result in excess cost to the member.

**3. ROUTING.** When necessary to provide timely arrival of household goods at ultimate destination, shipment may move via a route or port different from that used by the traveler.

**4. VALUATION.** Shipment will be made at the valuation prescribed in carriers' tariffs for the lowest applicable transportation rate.

## **8053 SHIPMENT BY GOVERNMENT VESSEL**

**1. GENERAL.** Water shipment of household goods normally will be made by government vessel. When a service is unable to use its vessels for this

purpose, shipments may be made on vessels of another service; the actual cost, if any, will be reimbursed by the requesting service. The requesting service will advise the weight and cubic measurements of the household goods to be shipped. The service whose vessel is used will furnish appropriate shipping instructions. Weight shipped by government vessel will be counted toward exhausting the member's authorized weight allowance. When no actual or reasonably computable cost arises thereby, weight in excess of prescribed allowances may accompany household goods on government vessels.

**2. SHIPMENT WHEN SPACE NOT AVAILABLE.** When available space on government vessels will not meet the needs of the requiring service, shipment of household goods within prescribed weight allowance may be made by commercial means at government expense. (See par. 8054.)

**3. SHIPMENTS NOT SUBJECT TO GENERAL AVERAGE.** Shipments forwarded by government vessel are not subject to general average. (See par. 8054.)

**4. SHIPMENTS FOR MEMBERS OF PUBLIC HEALTH SERVICE AND COAST AND GEODETIC SURVEY.** Household goods of members of the Public Health Service and Coast and Geodetic Survey may be shipped on government vessels in accordance with regulations governing eligibility of such members for such shipment.

## **8054 SHIPMENT BY COMMERCIAL VESSEL**

**1. WHEN PERMITTED.** When space on government vessel is not available or when space which is available will not meet the needs of the requiring service, household goods within the prescribed weight allowance may be shipped at government expense by commercial vessel. Transportation costs on unauthorized articles or on weight in excess of prescribed weight allowances will be borne by the member. Bills of lading covering shipment by commercial vessel will bear a notation with reference to this paragraph. Such reference will constitute complete evidence of authority for shipment by commercial vessel.

**2. GENERAL AVERAGE.** Shipments by commercial vessel are subject to general average.

General average, in maritime law, is a contribution by the several interests engaged in a maritime adventure to make good the loss of one of them for voluntary sacrifices of part of the ship or cargo to save the residue of the property and/or the lives of those on board from an impending peril, or for extraordinary expenses necessarily incurred for the common benefit and safety of all the interests in the adventure. The doctrine of general average is founded upon the principle that whatever is sacrificed for the benefit of all should be made good by the contribution of all. The obligation to contribute in general average rests upon the vessel, the cargo and freight, and the owners of such interests.

**3. INSURANCE.** Under a decision of the Comptroller General (18 Comp. Gen. 164), the owner of the property is the party liable for contribution in general average and this rule is applicable to shipments of household goods of officers and enlisted persons on change of station. It is, therefore, advisable for owners of household goods to procure insurance covering the risk for their protection.

**4. REQUIRED ACTION.** When a vessel and cargo which includes household goods shipped at government expense becomes subject to general average, the consignee upon receipt of such information will notify the owner of the household goods or his agent. The member must take action along the following lines in order to obtain release of the household goods at the port of discharge:

1. an average agreement which is submitted by the average adjuster must be promptly executed;
2. if insurance is carried, the average agreement including the statement as to the value of the household goods should be signed and forwarded to the insurance company for direct handling with the average adjuster;
3. if no insurance is carried, the member must make a deposit by cash or check to the average adjuster in such amount as is determined by using the percentage furnished by the average adjuster times the value of the household goods stated in the average agreement; the transportation officer, or other appropriate officer, of the installation to which the household goods have been consigned will be notified of the action taken.

EXCESS  
COSTS

## PART C: EXCESS COSTS

### 8100 EXCESS COSTS

**1. CIRCUMSTANCES IN WHICH INCURRED.** Costs in excess of those authorized in these regulations will be paid by members for whom shipments are made. (For examples of computations, see par. 8150.) Among the circumstances in which such excess costs may be incurred are:

1. when transportation cost of method used at request of applicant exceeds the cost of method designated by shipping officer;
2. when special services, specific routing, or specific loading, not provided under ordinary rates, are furnished at the request of applicant;
3. when shipments are made in separate lots between the same points;
4. when shipments are made from and/or to points other than those authorized in these regulations;
5. when, at the request of applicant, shipments are released at a valuation which exceeds that prescribed for the lowest applicable transportation rate in carriers' tariffs;
6. when household goods in excess of the prescribed weight allowance are packed, unpacked, drayed, stored, or shipped (see subpars. 2 and 3);
7. when unauthorized articles are shipped.

### 2. COST EQUALIZATION PROHIBITED.

Whenever weight in excess of the prescribed weight allowance is shipped at a transportation rate which is less than that applicable from the authorized point of origin to the authorized destination, equalization of cost is not allowed. An excess of weight remains an excess. A lesser transportation rate than that authorized is a government gain. The same principle is applicable in connection with a shipment of less than the prescribed weight allowance which is forwarded to a destination subject to a higher transportation rate than that applicable to the authorized destination. The lesser weight than that prescribed is a government gain. The higher rate remains an excess.

**3. SHIPMENTS CHARGED CHRONOLOGICALLY AGAINST PRESCRIBED WEIGHT ALLOWANCE.** Whenever there are two or more shipments on the same change of station orders, they will be numbered on Application for Transportation of Household Goods (Standard

Form 116), in the chronological order of application dates. (See par. 8051.) In the event excess weight is shipped, the excess cost will be computed on the shipment which contained the excess weight as determined from the chronological sequence of the application as shown in the following cases.

**Case 1.** An officer has a prescribed weight allowance of 7,500 pounds and submits applications as follows:

Application marked "Shipment No. 1"	
(shipment moved via government vessel) -----	5,000 lbs.
Application marked "Shipment No. 2"	
(shipment moved via rail carrier) -	5,000 lbs.
Total weight shipped -----	10,000 lbs.
Minus prescribed weight allowance --	7,500 lbs.
Excess weight -----	2,500 lbs.

Excess cost of transportation will be computed on shipment number 2.

**Case 2.** An officer has a prescribed weight allowance of 7,500 pounds and submits applications as follows:

Application marked "Shipment No. 1"	
(shipment moved via rail carrier) -	5,000 lbs.
Application marked "Shipment No. 2"	
(shipment moved via government vessel as authorized by the service concerned) -----	5,000 lbs.
Total weight shipped -----	10,000 lbs.
Minus prescribed weight allowance --	7,500 lbs.
Excess weight -----	2,500 lbs.

Excess weight was included in shipment number 2. (See provisions of par. 8053.)

**Case 3.** If both shipments in the above examples had been made by commercial carrier, transportation costs on excess weight would have been computed in connection with shipment number 2. Such computation would have been based on the transportation rate applicable to shipment number 2. Therefore, when different rates apply to shipments made and excess weight is involved, it is in the interest of the owner to forward lower-rated shipments after higher-rated shipments, thereby incurring the least excess cost.

### 8101 PAYMENT OF EXCESS COSTS

The officers designated by the service concerned will determine any excess costs incurred in connection with shipments of household goods and will

notify members of the amount payable and method of payment. (See pars. 8004, 8005, and 8050.) Promptly upon receipt of such notification, the member will remit the amount so determined in the manner prescribed. If, after making remittance,

the member for any reason considers the amount remitted to be erroneous, he may file a claim with the General Accounting Office, Washington 25, D. C., for refund of such amount as he may consider to be due him.

## **PART D: CLAIMS**

### **8150 CLAIMS FOR REIMBURSEMENT**

#### **1. NOT ORDINARILY AUTHORIZED.**

The reimbursement to members for household goods shipped at their personal expense is not ordinarily authorized. Except for shipments likely to involve excess costs upon separation from active duty of members who will not thereafter be in a pay status of the service concerned (which shipments at personal expense and reimbursement therefor are directed in par. 8050-5), shipments of household goods will ordinarily be made through a shipping officer. In case an emergency or other compelling reason existed for failure to have the shipping officer arrange for shipment of the household goods, the appropriate authority of the service concerned may ratify the shipment and direct reimbursement of transportation charges to the member.

**2. FORM USED; HOW PREPARED AND SUBMITTED.** Claims for reimbursement will be stated on Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel (Standard Form 1012) (see Fig. 4). Such forms will be prepared in the number of copies required by the service concerned, properly executed, and submitted through official channels to the appropriate authority of the service concerned. When the owner of household goods at an overseas station has been transferred to sea duty or transferred to a place where his dependents are not for military reasons permitted to accompany him, claims for reimbursement may be submitted by his wife or other dependent member of the household. The claim will be submitted and signed in the name of the owner by the wife or other dependent members of the household, thus: "Captain N. A. Helfrich, 60400, by Mary Baldwin Helfrich, wife". Charges for all services, such as packing, crating, draying, storing, transportation, and unpacking, in connection with one shipment of household goods may be included in one claim for reimbursement.

#### **3. SUPPORTING PAPERS**

##### **a. Shipments by Rail or Motor Freight.**

Each claim for reimbursement in connection with shipments by rail or motor freight (ordinary freight, approved freight forwarders, or express), including packing, crating, storing, draying, unpacking, and uncrating, will be supported by the following documents in duplicate:

1. certified copy of orders or other authority for shipment;
2. original bills for any packing, crating, draying, storing, unpacking, and uncrating; such documents will be receipted as paid in full, in the original handwriting of the contractor, or of an authorized agent of such contractor, who performed the services;
3. original of the carrier's bill for transportation, showing the date shipment was made; point of origin and destination; weight of professional books, papers, and equipment; weight of other articles, and total weight shipped; and amount of charges paid; and receipted as paid in full, in the original handwriting of the carrier's agent;
4. two bids for packing, crating, draying, storing, unpacking, and uncrating involved or, if only one bid was obtainable, a signed statement describing the circumstances;
5. Application for Transportation of Household Goods (Standard Form 116);
6. explanation of the emergency or reason why transportation could not have been arranged by or through a shipping officer of the service concerned;
7. copy of time extension certificate, power of attorney, or written authorization.

**b. Shipments by Commercial Van.** In connection with shipments by commercial van carrier, an attested scale ticket will be furnished in addition to the documents prescribed in subpar. a. When less than the required number of scale tickets can be furnished by the carrier, an additional required copy will be prepared and certified by a commissioned officer of the service concerned. In lieu of such scale ticket, in cases where charges are based on cubic measurement, the owner will obtain from the carrier a certificate as follows: "No scale within 10 miles. Shipment used ---- cubic feet of properly loaded van space".

**4. BASIS OF REIMBURSEMENT.** Reimbursement will be directed to be made on the basis of cost had shipment been made by a shipping officer under the provisions of par. 8052. After due consideration, the appropriate authority of the service concerned will determine and specify such basis of cost. The basis so determined will be used

STANDARD FORM 1012

<div style="border: 1px solid black; padding: 2px; font-size: 0.8em;">Standard Form No. 1012 (Revised) Form prescribed by Comptroller General, U. S. October 20, 1944 General Regulations No. 88--Revised ATTACH SUBVOUCHERS HERE</div>		<b>VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT OF EXPENSES INCIDENT TO OFFICIAL TRAVEL</b>		D. O. Vou. No. .... Bu. Vou. No. ....																										
U. S. TREASURY DEPARTMENT Coast Guard <small>(Department, bureau, or establishment)</small>				<div style="border: 1px solid black; padding: 10px; min-height: 100px;">PAID BY</div> <small>(For use of paying office)</small>																										
THE UNITED STATES, Dr.,																														
To <u>Earl L. Coleman, Lt., USCG</u> Address <u>406 Orange Street, S. E.,</u> <u>Washington 20, D. C.</u>																														
U.S.C.G., Hq., Washington, D.C. As above <small>(Official duty station) (Residence (For use of Postal Service only))</small>																														
FOR PER DIEM in lieu of subsistence, mileage for privately owned motor vehicle, and/or REIMBURSEMENT of travel and other expenses paid by me in the discharge of official duty from 19. to 19. as per itemized statement within, under authority No. CG Hq ltr dated 23 Aug. 1949, copy of which is attached,* or has been previously furnished with Voucher No. , paid 19. by (Name of disbursing officer)				<table border="1" style="width: 100%; border-collapse: collapse;"><tr><th colspan="3">AMOUNT CLAIMED</th></tr><tr><th>FOR—</th><th>DOLLARS</th><th>CENTS</th></tr><tr><td>Subsistence</td><td></td><td></td></tr><tr><td>Other</td><td>125</td><td>50</td></tr><tr><td>Travel</td><td></td><td></td></tr><tr><td>TOTAL</td><td>125</td><td>50</td></tr></table>		AMOUNT CLAIMED			FOR—	DOLLARS	CENTS	Subsistence			Other	125	50	Travel			TOTAL	125	50							
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TOTAL	125	50																												
<div style="font-size: 0.8em;">I CERTIFY that the above account and schedule annexed are true and just in all respects; that payment therefor has not been received; that my statements of travel performed by the means herein set forth correctly reflect travel performed by me on official business; and that, except as otherwise indicated above, no part of the travel for which compensation is claimed was performed within the corporate limits of my official station or post of duty.</div> <div style="font-size: 0.8em;">I further certify, if applicable, that I actually incurred or paid (except as otherwise explained) the actual operating expenses of the motor vehicle indicated, for which commutation is claimed on a mileage basis.</div>				<div style="font-size: 0.8em;">(Payee must not use this space)</div> <div>Differences.....</div> <div>Amount verified; correct for.....</div> <div>(Signature or initials).....</div>																										
<div style="font-size: 0.8em;">SIGN ORIGINAL ONLY</div> <div style="text-align: center;">Payee <u>Earl L. Coleman</u> <b>EARL L. COLEMAN</b></div> <div>Date <u>15 September, 1949</u> Title <u>Lt. U.S.C.G.</u></div>				<div style="font-size: 0.8em;">PENALTY FOR PRESENTING FRAUDULENT CLAIM.—Fine of not more than \$10,000 or imprisonment for not more than 10 years or both. (See 52 Stat. 197; U. S. C. 18-80.)</div> <div style="font-size: 0.8em;">FORFEITURE OF FRAUDULENT CLAIM.—Falsification of an item in an expense account works a forfeiture of the entire claim. (See 36 Stat. 1141; U. S. C. 28: 279, 280; 19 Comp. Gen. 603.)</div> <div style="text-align: center; font-size: 0.7em;">(TO BE USED AT DISCRETION OF DEPARTMENT, BUREAU, OR ESTABLISHMENT)</div>																										
RECOMMENDED FOR APPROVAL: (Immediate supervising official)																														
Pursuant to authority vested in me as an authorized certifying officer, I certify that the official headquarters of the claimant is as stated above; that the travel was authorized in advance (unless otherwise noted) from and to the points stated in the account, and for the period and at the subsistence rate or rates claimed; and that the amounts claimed are just and reasonable, except as noted.																														
The next previous voucher paid under the same travel authority was: D. O. Vou. No. , paid (Date)																														
APPROVED FOR \$ (Authorized certifying officer)																														
Date , 19 Title																														
ACCOUNTING CLASSIFICATION (for completion by Administrative Office)																														
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			SYMBOL      AMOUNT	SYMBOL      AMOUNT																										
Paid by { Check No. , dated , 19. for \$..... } on Treasurer of the United States in favor of payee named above. { Cash, \$....., on , 19. }																														
<div style="font-size: 0.8em;">SIGN ORIGINAL ONLY</div> <div style="text-align: right;">(Signature of payee)</div>																														
*If there was no prior authority, state circumstances which rendered securing prior authority impracticable. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise, the approving officer will sign in the blank space below "Approved for \$....." and over his official title.																														

Figure 4

regardless of the means of transportation utilized by the owner for the shipment. If, after settlement, the member for any reason considers the amount received in such settlement to be erroneous, he may file claim with the General Accounting Office, Washington 25, D. C., for the additional amount he considers due.

## **5. BASIS USED IN SETTLEMENT OF REIMBURSEMENT CLAIMS**

**a. General.** The basis used in settlement of reimbursement claims in certain sets of circumstances are shown in subpar. b.

### **b. Shipment Made by Commercial Van Carrier—Rail Freight Designated as Basis of Cost at Government Expense**

**(1) General.** When the member has shipped his household goods by commercial van carrier, whereas rail freight for the shipment had been designated by the appropriate authority of the service concerned as basis of cost authorized at government expense, the comparison factors listed in subpars. (2)–(5) will be used.

**(2) Estimated Weight When Actual Weight or Cubic Measurement is not Available.** The member will furnish a statement, certified by the carrier, in those rare cases where the actual weight or cubic measurement of the shipment is not available. Such statement will show the estimated total weight of the shipment and the estimated weight of professional books, papers, and equipment separately from that of other articles. See subpar. (3).

**(3) Relative Gross Weight for Rail Shipment.** In order to approximate the gross weight when packed and crated for shipment as ordinary freight by rail, the gross weight of the household goods in a van shipment will be reduced to its net weight; and such net weight increased by 25 percent. The actual weight of professional books, papers, and equipment will be added to the result so as to give a relative gross weight by rail. See also par. 8001 and subpar. (5).

## **(4) Comparative Cost Factors**

**(a) General.** The rate per hundred pounds of each cost factor will be ascertained in the manner established by the service concerned. In estimating the cost of rail transportation, the allowances in subpars. (b)–(e) will be included.

**(b) Packing and Crating Allowance.** No constructive allowance is authorized for packing and crating, if any, performed at government expense. A constructive allowance is authorized for such service when performed by the carrier, owner, or otherwise, without expense to the Government.

**(c) Drayage and Hauling Allowance.** When carriers' free pickup service at point of origin and/or delivery service at destination does not include handling into or out of residence and facilities of the service concerned are not available for such drayage, a constructive drayage allowance in lieu thereof is authorized.

**(d) Rail Transportation Allowance.** The cost of ordinary rail freight will be allowed, using the basis which in accordance with carriers' tariffs produces the lowest cost for the shipment. Whenever excess weight may be shipped with the prescribed weight allowance on a carload basis, the weight allowance and the actual weight will be used as factors in prorating the total charge for the carload to determine the owner's share and the government's share of the expense.

**(e) Unpacking and Uncrating Allowance.** A constructive allowance for unpacking and uncrating the shipment at destination is authorized, where facilities of the service concerned are not available.

**(5) Example and Formula.** The following example and formula giving application to constructive allowances as authorized in these regulations is based on the prescribed permanent change of station weight allowance of an Army captain. The shipment consisted of 8,980 pounds of household goods and 665 pounds of professional books, papers, and equipment.



VAN SHIPMENT OF AN ARMY CAPTAIN'S HOUSEHOLD GOODS

Scale weight:	Consist:	Cost of shipment:	
Gross 18,065 lbs.	Prof. books, papers, etc., 665 lbs.	Line-haul	\$642.00
Tare 8,420 lbs.	Other articles 8,980 lbs.	Packing and crating	71.40
Net 9,645 lbs.	Total weight of shipment 9,645 lbs.	Total cost	\$713.40

Prescribed weight allowances:

By van		By rail	
8,500 lbs. plus 5% or	8,925 lbs.	8,500 lbs. plus 25% or	10,625 lbs.
Prof. books, papers, and equipment	665 lbs.	Prof. books, papers, and equipment	665 lbs.
Total van allowance	9,590 lbs.	Total rail allowance	11,290 lbs.

Relative gross rail weight:

Gross weight by van	Net weight	Relative rail weight
8,980 lbs. less $\frac{1}{21}$ or (428 lbs.) =	8,552 lbs., plus 25% or (2,138 lbs.) =	10,690 lbs.
665 lbs. Prof. books, papers, and equipment		665 lbs.
9,645 lbs.		11,355 lbs.

Maximum amount authorized at government expense  
(Based on authorized weight allowance by rail)

Packing and crating costs:

11,290 lbs. authorized weight @ \$2.75 per cwt. (see subpar. (4) (b)) (Army facility)	\$310.48
---	----------

Pick-up costs:

11,290 lbs. Army drayage facilities available (see subpar. (4) (c))	None
---	------

Rail transportation costs:

11,355 lbs. shipped as 12,000 lbs. (C/L minimum weight) at commercial rate \$1.49 per cwt., or \$178.80—	
Allowance $\frac{11,290}{11,355} \times \$178.80$ (total cost of shipment) (see subpar. (4) (d))	177.78
Actual weight 11,355	

Delivery costs:

11,290 lbs. authorized weight @ 40¢ cwt. (see subpar. (4) (c))	45.16
--	-------

Unpacking and uncrating costs:

11,290 lbs. authorized weight @ 60¢ cwt. (see subpar. (4) (e))	67.74
--	-------

Maximum amount authorized at government expense

	\$601.16
--	----------

**c. Express Shipment Exceeding Maximum Authorized by that Method.** An express shipment which exceeded the maximum cost authorized was—

745 lbs. @ \$7.443 per cwt. .... \$55.35

Maximum amount authorized at government expense—

500 lbs. @ \$7.443 per cwt. (see par. 8052-1c) .... \$37.15  
245 lbs. @ \$5.07 per cwt. .... 12.32

Total authorized ..... \$49.47

**d. When Special Services Have Been Furnished.** In connection with a permanent change of station, general freight motor carrier (not commercial van) was designated as the means of transportation at government expense. An emergency arose and the owner made his own shipment. He requested and was furnished exclusive vehicle service. The transportation cost was—

3200 lbs. as 500 lbs. (minimum weight for exclusive vehicle service) @ \$2.74 per cwt. .... \$137.00

Maximum amount authorized at government expense based on cost if shipped without special service—

3200 lbs. actual weight @ \$2.99 per cwt. .... \$95.68

**e. When Shipment is Made in Separate Lots.** The household goods of a Marine Corps captain, within his authorized allowance of 10,645 lbs. (8,500 lbs. plus 25%) was shipped by rail from Fort Benning, Ga., to Pottstown, Pa., as indicated.

10 Oct. 1945, 1013 lbs. @ \$2.20 per cwt. .... \$22.29  
13 Nov. 1945, 2361 lbs. @ 2.20 per cwt. .... 51.94  
7 Jan. 1946, 2178 lbs. @ 2.20 per cwt. .... 47.92  
12 May 1946, 4356 lbs. @ 2.20 per cwt. .... 95.83

9908 lbs.

Total cost of services rendered ..... \$217.98

Maximum amount authorized at government expense based on cost if shipment in one lot—

9908 lbs. as 12,000 lbs. (C/L minimum weight) @ \$1.54 ..... \$184.80

**f. When Shipment is Made From or To Points Other Than Those Stated in Travel Orders.** Shipment was made from St. Paul, Minn., to Goldsboro, N. C.—

857 lbs. @ \$3.41 per cwt. Total cost of shipment.. \$29.22

Maximum amount authorized at government expense based on cost if shipped from the last per-

manent duty station, Chanute Field, Ill., to the new permanent duty station, Atlantic City, N. J.—

857 lbs. @ \$2.14 per cwt. .... \$18.34

**g. When Shipment is Made Under Released Valuation Other than that Prescribed for the Lowest Applicable Transportation Rate.** A shipment released to value exceeding 20 cents but not exceeding 50 cents per pound, from Fort Oglethorpe, Ga., to San Antonio, Texas, is rated—

525 lbs. @ \$5.33 per cwt. Total cost of shipment.. \$27.98

Maximum amount authorized at government expense based on cost if released at valuation (10¢ per pound) for lowest applicable transportation rate—

525 lbs. @ \$3.55 per cwt. Total cost of shipment.. \$18.64

**h. When Household Goods in Excess of Weight Allowance Are Shipped**

**(1) Single Ownership, in Carload or Truckload Lots.** A junior assistant surgeon of the Public Health Service shipped by rail (the means designated at government expense) 8486 pounds of household goods and 1470 pounds of professional books, papers, and equipment, or a total weight of 9956 pounds from Cameron, Va., to Monroe, Ga., on a permanent change of station. The transportation charges were—

9956 lbs. as 12,000 lbs (C/L minimum weight) @ \$1.64 per cwt. .... \$196.80

Maximum amount authorized at government expense based on authorized weight allowance—

6000 lbs. plus 25 percent for packing materials. ... 7500 lbs.  
Professional books, papers, and equipment. .... 1470 lbs.

Total weight allowance ..... 8970 lbs.

Total authorized weight ..... 8970 lbs.  $\times \left\{ \begin{array}{l} \text{Total} \\ \text{cost of} \\ \text{shipment} \end{array} \right\} \$196.80 = \$177.30$   
Total weight shipped ..... 9956 lbs.

**(2) By Commercial Van Carrier.** In an emergency, a petty officer, 2/c USN, personally made a shipment of household goods on a permanent change of station by commercial van carrier. Such means of transportation was the one designated for use at government expense. The shipment weighed 3964 pounds, of which 306 pounds were professional books, papers, and equipment. The cost of the shipment was stated as follows.

Packing and crating service ..... \$23.65  
Transportation (line-haul) ..... 264.00

Total cost of services rendered ..... \$287.65

## Joint Travel Regulations

Maximum amount authorized at government expense based on authorized allowances—

Prescribed weight allowance (3000 lbs. plus 5%) . 3150 lbs.  
Professional books and papers..... 306 lbs.

Total authorized weight allowance by van..... 3456 lbs.

Packing and crating cost..... \$23.65

Transportation—

Authorized weight  $\frac{3456 \text{ lbs.}}{3964 \text{ lbs.}} \times \left\{ \begin{array}{l} \text{Cost of} \\ \text{line-haul} \end{array} \right\} \$264.00 = \$230.17$

Maximum amount authorized at government expense..... \$253.82

**(3) A Portion by Commercial Van Carrier; Remainder by Rail.** An ensign of the Coast and Geodetic Survey was ordered to make a permanent change of station. He shipped a portion of his household goods by commercial van carrier. The remainder, which was packed and crated in accordance with carrier's requirements without expense to the Government, he forwarded by rail freight. Methods of transportation at government expense designated by the service concerned were those used by the owner. The cost of transportation was—

### First Shipment

6,090 lbs. by van (per contract)

Line-haul..... \$230.00

Packing charges..... 10.00

Total cost by commercial van carrier..... \$240.00

### Second Shipment

2,125 lbs. by rail freight (actual cost)

Pickup service at origin @ 40¢ per cwt.. \$8.50

Line-haul transportation @ \$1.20 per cwt..... 25.50

Delivery at destination @ 35¢ per cwt.. 7.44

Unpacking at destination @ 55¢ per cwt..... 11.69

Total cost by rail freight..... 53.13

Total cost of all transportation..... \$293.13

Maximum amount authorized at government expense based on prescribed net weight allowance of 6,000 pounds—

Relative net weight shipped—

Actual weight	Relative net weight
1st shipment, 6,090 lbs. by van (minus $\frac{1}{2}$ or 290 lbs.) =	5,800 lbs.
Remainder of prescribed net weight allowance	200 lbs.
	6,000 lbs.

Government portion of second shipment—

200 lbs. plus 25% (or 50 lbs.) = 250 lbs.

Authorized weight  $\frac{250 \text{ lbs.}}{2,125 \text{ lbs.}} \times (\text{Total cost of shipment})$   
Actual weight \$53.13 = \$6.25

Summary of maximum amount at government expense—

1st shipment 5,800 lbs. net weight..... \$240.00

2nd shipment 200 lbs. net weight..... 6.25

Total amount authorized at government expense... \$246.25

**(4) Shipments of More Than One Ownership in Carload or Truckload Lots.** Three petty officers, 2/c USCG, were ordered from Cleveland, Ohio, to Washington, D. C., on permanent change of station. In an emergency, they shipped their own household goods and professional books, papers, and equipment. The less than carload rate was \$1.40 per hundredweight, whereas the carload rate was \$1.19 per hundredweight with 12,000 pounds minimum per car. To save transportation costs, all shipments were consolidated into one carload and forwarded by rail freight under one name as consignor and consignee. Rail freight was designated as the means of transportation at government expense. Transportation charges were—

Actual weight of shipment by lots:

### Lot "A"

Household goods..... 3,000 lbs.

Prof. books, papers, and equipment..... 300 lbs.

(Within authorized allowance)..... 3,300 lbs.

### Lot "B"

Household goods..... 3,200 lbs.

Prof. books, papers, and equipment..... 200 lbs.

(Within authorized allowance)..... 3,400 lbs.

### Lot "C"

Household goods..... 4,000 lbs.

Prof. books, papers, and equipment..... 400 lbs.

(250 lbs. excess weight involved)..... 4,400 lbs.

Total weight of all property shipped..... 11,100 lbs.

Transportation costs—

11,100 lbs. as 12,000 lbs. (C/L minimum weight)  
@ \$1.19 per cwt. = \$142.80

Distribution of transportation charges—

### Lot "A"

Weight of portion 3,300 lbs.  $\times \$142.80$  (Total cost  
Weight of shipment 11,100 lbs. of shipment) = \$42.45

### Lot "B"

Weight of portion 3,400 lbs.  $\times \$142.80$  (Total cost of  
Weight of shipment 11,100 lbs. shipment) = \$43.74

### Lot "C"

(Government portion)

Weight of portion 4,150 lbs.\*  $\times \$142.80$  (Total cost of  
Weight of shipment 11,100 lbs. shipment) = \$53.39

Lot "C"  
(Excess cost)  
Excess weight  $\frac{250 \text{ lbs.}}{11,100 \text{ lbs.}} \times \$142.80$  (Total cost of  
Weight of shipment shipment=\$3.22

Total cost of shipment..... \$142.80

\*Maximum portion of Lot "C" authorized at government  
expense based on authorized weight allowance.

Authorized allowance, 3,000 lbs. plus 25% or 750

lbs.= 3,750 lbs.

Professional books, papers and equipment..... 400 lbs.

4,150 lbs.

**(5) When Shipment Contains Both Excess  
Weight and Unauthorized Articles.** An Army  
captain shipped by rail from Camp Carson, Colo.,  
to Jefferson Barracks, Mo., on permanent change of  
station—

Household goods (excess weight)..... 12,434 lbs.

Professional books (authorized)..... 1,013 lbs.

Automobile (unauthorized)..... 3,350 lbs.

Total weight..... 16,797 lbs.

Transportation charges assessed were—

16,797 lbs. as 20,000 lbs. (C/L minimum weight)

@ 90¢ per cwt.= \$180.00

Maximum amount authorized at government ex-  
pense based on authorized allowances—

8,500 lbs. plus 25% for packing materials..... 10,625 lbs.

Professional books and papers..... 1,013 lbs.

Total weight authorized..... 11,638 lbs.

Authorized weight  $\frac{11,638 \text{ lbs.}}{16,797 \text{ lbs.}} \times \$180.00$  (Total cost of  
Total weight shipped shipment)=\$124.72

## 8151 CLAIMS FOR LOSS OR DAMAGE

**1. GENERAL.** A claim for loss of or dam-  
age to household goods in transit is primarily a  
matter entirely between the member and the carrier.  
Care should be taken by the member to make de-  
mand in writing upon the last carrier known or be-  
lieved to have handled the shipment. If more than  
one bill of lading, contract, or other shipping docu-  
ment was issued in connection with the shipment, a  
separate written demand should be made upon the  
last carrier under each such document. Such de-  
mand should be made upon the carrier within the  
time limit prescribed by statute, by regulations of  
the Interstate Commerce Commission or by other  
applicable limitation and, in any event within 9  
months after delivery of the shipment or, if no por-  
tion of the shipment was delivered, within 9 months  
after the date when delivery would have been made  
in the normal course. The liability of the carrier  
is governed by the terms of the bill of lading, con-  
tract, or other shipping document, and is usually  
limited to a specified amount per pound according to  
the valuation at which released by the member. It  
is important that the member accept from the car-  
rier any payment correctly determined in satisfac-  
tion of the carrier's limited liability as above out-  
lined. Copies of the claim and any subsequent de-  
mands with related correspondence, as well as the  
originals of any replies, should be retained by the  
member for presentation with any claim subse-  
quently filed against the Government under provi-  
sions of subpar. 5.

**Joint Travel Regulations**

**2. FORM OF DEMAND ON CARRIER.**

It is suggested that demands on carriers be made by letter in substantially the following form.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of carrier)

\_\_\_\_\_  
(Address)

Gentlemen:

Claim is presented by the undersigned for \_\_\_\_\_

(Loss or damage)

in connection with the following shipment

from \_\_\_\_\_

(Consignor)

(City, town or station)

to \_\_\_\_\_

(Consignee)

(City, town or station)

in connection with \_\_\_\_\_

no. \_\_\_\_\_

, dated \_\_\_\_\_

(Bill of lading, contract, or baggage check)

covering shipment of \_\_\_\_\_

(Household goods, footlocker, flight bag, etc.)

described as follows:

Description of container (or of article if uncrated)	Approximate weight (lbs.)	Nature and extent of damage	Amount claimed
		Total amount of claim	

Detailed description of property lost or damaged, including identifying marks on containers: \_\_\_\_\_

Remarks: \_\_\_\_\_

Yours very truly,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

**3. SURVEYING OFFICER NOT TO BE APPOINTED.** A surveying officer will not be appointed in cases of damage to or loss of household goods in transit but an officer will in each case investigate the matter and make report in the manner prescribed by the Service concerned.

**4. PAYMENT TO CARRIER NOT TO BE SUSPENDED OR WITHHELD.** Payment to carrier cannot be suspended nor can money due carriers be withheld for the purpose of adjusting claims or reimbursing owners for loss or damage (15 Comp. Dec. 38; MS Comp. Gen. B-11970, 9 September 1940; and B-14598, 17 February 1941). The consignee will annotate bills of lading, contracts, or other shipping documents as prescribed by the Service concerned, and will notify the owner that this has been done. So as not to delay payment, owners will promptly certify such bills as may be required in connection with any accessorial services.

**5. CLAIMS PAYABLE BY GOVERNMENT IN CERTAIN CIRCUMSTANCES.** In certain circumstances, the Air Force, Army, Navy, Marine

Corps, Coast Guard, and Public Health Service are permitted by law to pay claims for loss of or damage to household goods. Such claims may be filed, in the manner and in circumstances prescribed by the Service concerned, for amounts not recoverable from the carrier. In the event the carrier denies liability it will be presumed that no amount is recoverable, and if the carrier fails to reply to the owner's demand or claim within a reasonable time it will be presumed that the carrier denies liability. Copies of such demand and of any subsequent demands and related correspondence as well as originals of any replies will accompany claims filed with the service concerned. In cases where, under the provisions of subpar. 1, demand on a carrier is required and the owner fails to make such demand reasonably or fails to make reasonable efforts to collect the amount recoverable from the carriers, the amount otherwise payable under these provisions will be reduced by the maximum amount recoverable from the carrier if claim therefor had been filed with such carrier within the time limit, provided that it is not found that a demand in any event was impracticable or would have been unavailing.

## APPENDIX A

### STATUTES AT LARGE

#### Career Compensation Act of October 12, 1949 (63 Stat. 802)

Sec. 303. (a) Under regulations prescribed by the Secretaries concerned, members of the uniformed services shall be entitled to receive travel and transportation allowances for travel performed or to be performed under competent orders (1) upon a change of permanent station, or otherwise, or when away from their designated posts of duty regardless of the length of time away from such designated posts of duty, (2) upon appointment, call to active duty, enlistment, or induction, from home or from the place from which ordered to active duty to first station, and (3) upon separation from the service, placement upon the temporary disability retired list, release from active duty, or retirement, from last duty station to home or to the place from which ordered to active duty, regardless of the fact that such member may not be a member of the uniformed services at the time his travel is performed or is to be performed. Allowances above authorized may be paid without regard to the comparative costs of the various modes of transportation. The respective Secretaries concerned may prescribe (1) the conditions under which travel and transportation allowances shall be authorized, including advance payments thereof, and (2) the allowances for types of travel not to exceed amounts herein authorized. The travel and transportation allowances which shall be authorized for each type of travel shall be limited to one of the following: (1) Transportation in kind, reimbursement therefor, or a monetary allowance in lieu of cost of transportation at a rate not in excess of 7 cents per mile based on distances established or to be established over the shortest usually traveled routes, in accordance with mileage tables prepared by the Chief of Finance of the Department of the Army under the direction of the Secretary of the Army, (2) transportation in kind, reimbursement therefor, or a monetary allowance as provided in (1) of this sentence, plus a per diem in lieu of subsistence not to exceed \$9 per day, or (3) for travel within the continental limits of the United States a mileage allowance of not exceeding 10 cents per mile based on distances established or to be established pursuant to existing law: *Provided*, That the travel and transportation allowances under conditions authorized herein for such members may be paid on separation from the service, or release from active duty, regardless of whether or not such member performs the travel involved.

(b) Without regard to the monetary limitations in this Act, the Secretaries of the uniformed services may authorize the payment to members of the uniformed services on duty outside the continental United States or in Alaska, whether or not in a travel status, of a per diem considering all elements of cost of living to members and their dependents, including the cost of quarters, subsistence, and other necessary incidental expenses: *Provided*, That dependents shall not be considered in determining per diem allowances for members in a travel status.

(c) In addition to the allowances authorized above, under such conditions and limitations and for such ranks, grades,

or ratings and to and from such locations as may be prescribed by the Secretaries concerned, members of the uniformed services when ordered to make a change of permanent station shall be entitled to transportation in kind for dependents or to reimbursement therefor, or to a monetary allowance in lieu of such transportation in kind at a rate to be prescribed not in excess of the rate authorized in subsection (a) of this section, and in connection with a change of station (whether temporary or permanent), to transportation (including packing, crating, drayage, temporary storage, and unpacking) of baggage and household effects, or reimbursement therefor, to and from such locations and within such weight allowances as may be prescribed by the Secretaries, without regard to the comparative costs of the various modes of transportation. When orders directing a change of permanent station for the member concerned have not been issued, or when such orders have been issued but are of such a nature that they cannot be used as authority for transportation of dependents and baggage and household effects, the Secretaries concerned may, nevertheless, authorize the movement of the dependents and baggage and household effects and prescribe transportation in kind, reimbursement therefor, or a monetary allowance in lieu thereof as authorized in this subsection, as the case may be, only under unusual or emergency circumstances, including but not limited to, (1) circumstances when duty is being performed by such member at places designated by the Secretary concerned as within zones from which dependents should be evacuated, (2) circumstances when orders which direct temporary duty travel of such member do not provide for return to the permanent station or do not specify or imply any limit to the period of absence from the permanent station, or (3) circumstances when such members are serving on permanent duty at stations outside the continental United States or in Alaska, or on sea duty. The Secretary concerned shall define the term "permanent station", which definition shall include, but not be limited to, a shore station or the home yard or home port of the vessel to which a member of the uniformed services entitled to receive basic pay may be ordered; and a duly authorized change in home yard or home port of such vessel shall be deemed a change of permanent station. Under regulations prescribed by the Secretary concerned, transportation for dependents and baggage and household effects are authorized upon the death of a member of the uniformed services while entitled to receive basic pay pursuant to section 201 (e) of this Act.

(d) A member of the uniformed services on duty with or under training for the Military Air Transport Service, Marine Corps Transport Squadrons, or Fleet Logistics Support Unit and away from his permanent station, may be paid a per diem in lieu of subsistence in an amount not to exceed the amount to which he would be entitled if performing temporary duty travel, without in either case the issuance of orders for specific travel.

(e) Cadets of the United States Military Academy, midshipmen of the United States Naval Academy, cadets of the United States Coast Guard Academy, applicants for enlistment, rejected applicants, general prisoners, discharged

prisoners, insane patients transferred from military hospitals to other hospitals or their home, and persons discharged from Saint Elizabeths Hospital after transfer from one of the uniformed services, shall be entitled to receive such travel and transportation allowances as are provided in subsection (a) of this section, as may be prescribed by the Secretaries concerned, due consideration being given to the rights of the Government as well as those of the individual in the promulgation of regulations prescribing said allowances.

(f) The Secretaries concerned in establishing the rates and types of allowances authorized by this section shall consider in prescribing (1) monetary allowance in lieu of transportation—average cost of first-class transportation including sleeping accommodations, (2) per diem rates—the current economic data on cost of subsistence (including lodging and other necessary incidental expenses related thereto), and (3) mileage rates—average cost of first-class transportation including sleeping accommodations and current economic data on cost of subsistence (including lodging and other necessary incidental expenses related thereto).

(g) The Secretaries concerned shall determine what shall constitute a travel status.

(h) Regulations shall be promulgated by the Secretaries of the uniformed services, as provided herein, and such regulations shall be uniform for all services insofar as practicable: *Provided*, That no provisions of this section shall become effective until such regulations have been issued: *Provided further*, That nothing contained in this Act shall preclude the payment of travel and transportation allowances under provisions of law in effect on the day prior to the effective date of this Act, until such regulations are issued pursuant to this subsection.

Sec. 404 (b). A member of the uniformed services whose name is placed upon the temporary disability retired list and who is required to submit to a periodic physical examination shall, for travel performed, be entitled to receive the travel and transportation allowance authorized for the rank, grade, or rating in which retired for temporary duty travel performed while on active duty. Failure of any such member to report for any periodic physical examination after receipt of proper notification may be considered cause for terminating his disability retirement pay, except that such payments shall be reinstated at a later date if just cause existed for such failure to report, in which case payments may be retroactive for a period of not to exceed one year.

Sec. 501 (b). Members of the National Guard, Air National Guard, National Guard of the United States, the Air National Guard of the United States, Organized Reserve Corps, Naval Reserve, Marine Corps Reserve, Coast Guard Reserve, and the Reserve Corps of the Public Health Service, may be given additional training or other duty as provided for by law, without pay, as may be authorized by the Secretary concerned, with their consent, and when such authorized training or other duty without pay is performed they may, in the discretion of the Secretary concerned, be furnished with transportation to and from such duty, with subsistence en route, and, during the performance of such duty, be furnished with subsistence and quarters in kind or commutation thereof at a rate to be fixed from time to time by the Secretary concerned.

Sec. 503. Payments of allowances based on a purported marriage and made prior to judicial annulment or termination of such marriage which have been or which hereafter

may be made under the Pay Readjustment Act of 1942, as amended, or under this Act are valid: *Provided*, That it is adjudged or decreed by a court of competent jurisdiction that the marriage was entered into in good faith on the part of the spouse in the uniformed services or that, in the absence of such a judgment or decree, such finding of good faith is made by the Secretary concerned or by such person as he may designate for the purpose.

Sec. 504. Contract surgeons who are serving full time with any of the uniformed services shall be entitled to be paid the minimum basic pay, the basic allowances, and such other allowances as are authorized by this Act to be paid to commissioned officers in pay grade O-2. Contract surgeons who are serving part time with any of the uniformed services shall be entitled to receive the allowances for travel and transportation prescribed pursuant to this Act under the same conditions and in the same amount as are applicable to commissioned officers.

Sec. 506. Officers, midshipmen, and cadets of the Navy, the Marine Corps, and the Coast Guard when absent from a vessel or designated post of duty while assigned to shore patrol duty may be paid their actual expenses.

Sec. 508. Cadets at the United States Military Academy, midshipmen at the United States Naval Academy, and cadets at the Coast Guard Academy shall be entitled to receive pay at the rate of \$936 per annum, and to receive allowances as now or hereafter provided by law for midshipmen in the Navy, and to transportation, including reimbursement of traveling expenses, while traveling under orders as a cadet or midshipman.

Sec. 509. The provisions of titles II and III of this Act shall apply equally to those persons serving, not as commissioned officers in any of the uniformed services, but whose pay or allowances, or both, under existing law are assimilated to the pay and allowances of a commissioned officer of any grade or rank of any of the uniformed services.

Sec. 527. Section 4 of the Naval Aviation Cadet Act of 1942 (56 Stat. 737; 34 U. S. C. 850c), is hereby amended to read as follows:

"Sec. 4. Aviation cadets, while on active duty, shall be entitled to be paid at the rate of \$105 per month, which pay shall include extra pay for flying. They shall be entitled to receive, in addition, the same allowance for subsistence as is now or may hereafter be authorized for officers of the Navy, and shall, while on active duty, be furnished quarters, medical care, and hospitalization, and shall be issued uniforms, clothing, and equipment at Government expense. When traveling under orders, aviation cadets shall be entitled to receive transportation and other necessary expenses incident to such travel, or cash in lieu thereof, on the same basis and at the same rates as are now or may hereafter be prescribed for enlisted personnel of the Navy."

Sec. 528. The first five sentences of section 4 of the Army Aviation Cadet Act (55 Stat. 240; 10 U. S. C. 303, 304, 304b), as amended, are hereby further amended to read as follows:

"Aviation cadets, while on active duty, shall be entitled to be paid at the rate of \$105 per month, which pay shall include extra pay for flying. They shall be entitled to receive, in addition, the same allowance for subsistence as is now or may hereafter be authorized for officers of the Army, and shall, while on active duty, be furnished quarters, medical care, and hospitalization, and shall be issued uni-



forms, clothing, and equipment at Government expense. When traveling under orders, aviation cadets shall be entitled to receive transportation and other necessary expenses incident to such travel, or cash in lieu thereof, on the same basis and at the same rates as are now or may hereafter be prescribed for enlisted personnel of the Army."

**Act of June 29, 1950 (64 Stat. 301).** To provide Transportation on Canadian Vessels Between Skagway, Alaska, and Other Points in Alaska; Between Haines, Alaska, and Other Points in Alaska, and Between Hyder, Alaska, and Other Points in Alaska on the Continental United States Either Directly or via a Foreign Port, or for any Part of the Transportation

"Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That, until June 30, 1951, notwithstanding the provisions of law of the United States restricting to vessels of the United States the transportation of passengers and merchandise directly or indirectly from any port in the United States to another port of the United States, pas-

sengers may be transported on Canadian vessels between Skagway, Alaska, and other points in Alaska; between Haines, Alaska, and other points in Alaska, and between Hyder, Alaska, and other points in Alaska or the continental United States, either directly or via a foreign port, or for any part of the transportation: *Provided*, That such Canadian vessels may transport merchandise between Hyder, Alaska, and other ports and points herein enumerated."

**Merchant Marine Act of June 29, 1936 (49 Stat. 2015), Section 901**

"Any officer or employee of the United States traveling on official business overseas or to or from any of the possessions of the United States shall travel and transport his personal effects on ships registered under the laws of the United States where such ships are available unless the necessity of his mission requires the use of a ship under a foreign flag: *Provided*, That the Comptroller General of the United States shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefor."

# APPENDIX B

## OVERSEAS STATION AND TRAVEL PER DIEM ALLOWANCES FOR MEMBERS ON DUTY OUTSIDE CONTINENTAL UNITED STATES OR IN ALASKA

Country or locality	Enlisted members*			Officer members		
	Station		Travel	Station		Travel
	Subsistence**	Quarters		Subsistence	Quarters	
In all countries and places outside the continental United States not listed herein, for members including enlisted members attached to military, naval, or air missions to Brazil, Colombia, Ecuador, or Peru.....	\$2.25	\$1.50	\$9.00	None	None	\$9.00
Afghanistan.....	4.50	2.50	9.00	\$4.50	\$1.50	9.00
Alaska.....	3.75	3.00	9.00	3.75	2.00	9.00
Algeria.....	3.00	2.00	9.00	3.00	1.00	9.00
Argentina.....	2.55	4.75	9.00	2.55	3.75	9.00
Bahrein Island, Persian Gulf.....	3.75	3.25	9.00	3.75	3.25	9.00
Belgium.....	3.75	4.00	11.00	3.75	3.00	12.00
Bermuda.....	3.00	2.00	9.00	3.00	1.00	9.00
Bolivia.....	2.25	2.75	9.00	None	1.75	9.00
Brazil (except the following).....	3.00	1.75	9.00	3.00	.75	9.00
Porto Alegre.....	3.75	2.50	9.00	3.75	1.50	9.00
Recife.....	3.00	2.00	9.00	3.00	1.00	9.00
Rio de Janerio.....	3.75	4.75	9.50	3.75	4.75	9.50
Sao Paulo.....	3.75	4.75	9.50	3.75	4.75	9.50
Bulgaria.....	3.75	5.00	10.00	3.75	4.00	11.00
Burma (except the following).....	3.75	1.75	9.25	3.75	.75	9.25
Rangoon.....	3.75	3.00	9.00	3.75	2.00	10.00
Canada.....	2.25	2.75	9.00	None	1.75	9.00
Canton Island.....	4.50	2.50	9.00	4.50	2.50	9.00
Ceylon.....	3.75	2.50	9.00	3.75	1.50	9.00
Chile (including Punta Arenas).....	3.00	2.00	9.00	3.00	1.00	9.00
China (including Hong Kong).....	6.00	4.00	11.00	6.00	3.00	12.00
Colombia.....	3.75	3.00	9.00	3.75	2.00	9.00
Costa Rica.....	2.25	2.75	9.00	None	1.75	9.00
Cuba (except the following).....	3.00	1.75	9.00	3.00	.75	9.00
Havana.....	6.00	2.50	9.00	6.00	1.50	10.00
Cyprus.....	2.55	3.50	9.00	2.55	2.50	9.00
Czechoslovakia.....	3.75	3.00	9.00	3.75	2.00	9.00
Denmark.....	3.00	3.50	9.00	3.00	2.50	10.00
Dominican Republic.....	3.75	4.00	9.00	3.75	3.00	10.00
Ecuador.....	3.00	1.75	9.00	3.00	.75	9.00
Egypt (except the following).....	3.75	2.50	9.00	3.75	1.50	9.00
Cairo.....	3.75	5.00	10.00	3.75	4.00	11.00
El Salvador.....	2.55	2.50	9.00	2.55	1.50	9.00
Ethiopia.....	2.55	3.50	9.00	2.55	2.50	9.00
Finland.....	2.55	2.50	9.00	2.55	1.50	9.00
Formosa.....	6.00	4.00	11.00	6.00	3.00	12.00
France (except the following).....	3.75	2.00	9.00	3.75	1.00	9.00
Orly Field.....	5.25	2.75	9.00	5.25	1.75	10.00
Paris.....	3.00	6.00	12.00	3.00	5.00	13.00
French Indo-China.....	6.00	4.00	11.00	6.00	3.00	12.00
Gold Coast.....	4.50	2.50	9.00	4.50	1.50	9.00
Great Britain (including Northern Ireland except the following).....	3.75	3.00	9.00	3.75	2.00	9.00
London.....	3.75	4.00	10.00	3.75	3.00	11.00
Greece (except the following).....	6.00	2.50	9.00	6.00	1.50	10.00
Athens.....	3.75	6.25	9.00	3.75	5.25	10.00
Guadalcanal Island.....	4.50	2.50	9.00	4.50	2.50	9.00
Guatemala.....	3.00	1.75	9.00	3.00	.75	9.00
Haiti.....	2.25	2.75	9.00	None	1.75	9.00

See footnotes at end of table.

# Joint Travel Regulations

Country or locality	Enlisted members*			Officer members		
	Station		Travel	Station		Travel
	Subsistence**	Quarters		Subsistence	Quarters	
Honduras.....	\$2. 25	\$2. 75	\$9. 00	None	\$1. 75	\$9. 00
Hungary.....	2. 55	4. 75	9. 00	\$2. 55	3. 75	9. 00
Iceland.....	6. 00	4. 00	11. 00	6. 00	3. 00	12. 00
India.....	2. 55	3. 50	9. 00	2. 55	2. 50	9. 00
Indonesia.....	3. 75	2. 50	9. 00	3. 75	1. 50	9. 00
Iran.....	3. 75	3. 00	9. 00	3. 75	2. 00	10. 00
Iraq.....	3. 75	3. 00	9. 00	3. 75	2. 00	10. 00
Irish Free State.....	2. 55	2. 50	9. 00	2. 55	1. 50	9. 00
Israel.....	6. 00	4. 00	13. 00	6. 00	4. 00	13. 00
Italy (except the following).....	3. 00	2. 00	9. 00	3. 00	1. 00	9. 00
Milan.....	6. 00	4. 00	13. 00	6. 00	3. 00	13. 00
Naples.....	6. 00	4. 00	13. 00	6. 00	3. 00	13. 00
Rome.....	3. 75	6. 25	13. 00	3. 75	5. 25	13. 00
Lebanon.....	2. 55	2. 50	9. 00	2. 55	1. 50	9. 00
Liberia (except the following).....	3. 00	2. 00	9. 00	3. 00	1. 00	9. 00
Monrovia.....	5. 25	2. 75	9. 00	5. 25	1. 75	10. 00
Luxembourg.....	2. 55	3. 50	9. 00	2. 55	2. 50	9. 00
Malayan Union (including Singapore).....	4. 50	2. 50	9. 00	4. 50	1. 50	9. 00
Mexico.....	2. 55	2. 50	9. 00	2. 55	1. 50	9. 00
Morocco.....	2. 55	3. 50	9. 00	2. 55	2. 50	9. 00
Netherlands.....	2. 55	3. 00	9. 00	2. 55	2. 00	10. 00
Nicaragua.....	3. 00	1. 75	9. 00	3. 00	. 75	9. 00
Nigeria.....	4. 50	2. 50	9. 00	4. 50	1. 50	9. 00
Norway.....	2. 55	4. 75	9. 00	2. 55	3. 75	10. 00
Pakistan.....	4. 50	2. 50	9. 00	4. 50	1. 50	9. 00
Palestine.....	6. 00	4. 00	13. 00	6. 00	4. 00	13. 00
Panama (Aguadulce only).....	2. 55	3. 50	9. 00	2. 55	2. 50	9. 00
Peru.....	3. 00	1. 75	9. 00	3. 00	. 75	9. 00
Philippines.....	3. 75	4. 00	9. 00	3. 75	3. 00	10. 00
Poland.....	18. 00	10. 50	42. 00	18. 00	10. 50	45. 00
Portugal.....	4. 50	2. 50	9. 00	4. 50	1. 50	9. 00
Rumania.....	6. 00	4. 00	11. 00	6. 00	3. 00	12. 00
Saudi Arabia.....	5. 25	2. 75	9. 00	5. 25	1. 75	10. 00
Sierra Leone.....	4. 50	2. 50	9. 00	4. 50	1. 50	9. 00
Spain.....	2. 25	2. 75	9. 00	None	1. 75	9. 00
Surinam.....	3. 00	1. 75	9. 00	3. 00	. 75	9. 00
Sweden.....	3. 75	3. 00	9. 00	3. 75	2. 00	9. 00
Switzerland.....	3. 75	4. 00	9. 00	3. 75	3. 00	10. 00
Syria.....	4. 50	2. 50	9. 00	4. 50	1. 50	9. 00
Thailand.....	3. 75	2. 50	9. 00	3. 75	1. 50	9. 00
Trans-Jordan.....	6. 00	4. 00	13. 00	6. 00	4. 00	13. 00
Trieste.....	3. 00	2. 00	9. 00	3. 00	1. 00	9. 00
Tunisia.....	3. 00	2. 00	9. 00	3. 00	1. 00	9. 00
Turkey.....	3. 75	5. 00	10. 00	3. 75	4. 00	11. 00
Union of South Africa.....	3. 00	2. 00	9. 00	3. 00	1. 00	9. 00
Union of Soviet Socialist Republics.....	15. 00	10. 00	30. 00	15. 00	10. 00	30. 00
Uruguay.....	2. 55	2. 50	9. 00	2. 55	1. 50	9. 00
Venezuela.....	9. 00	5. 00	18. 00	9. 00	5. 00	18. 00
Wake Island.....	4. 50	2. 50	9. 00	4. 50	2. 50	9. 00
Yugoslavia.....	7. 50	4. 50	14. 00	7. 50	3. 50	15. 00

\*Only enlisted members who are receiving saved pay AND who are otherwise entitled to payment of station quarters allowance in accordance with Chapter 4, Part G of these regulations will be entitled to receive the station quarters allowance for enlisted members as indicated in this table. All other enlisted members, if otherwise entitled to payment of station quarters allowance in accordance with Chapter 4, Part G of these regulations, will be entitled to receive the station quarters allowance rate indicated for officer members in lieu of the station quarters allowance rate indicated for enlisted members.

\*\*The station subsistence allowances herein indicated for enlisted members shall be in lieu of and not in addition to all other allowances for subsistence.

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